

**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.*

**Per Executive Order 251, face masks are required to be worn indoors by all attendees of in-person  
Colts Neck Township Board of Education Meetings.**

**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 SCHOOLS DISTRICT GOALS  
2021-2022**

- *LONG-RANGE DISTRICT PLANNING: Complete and present the new Colts Neck Township School District's Five-Year Strategic Plan*
- *STUDENT ACHIEVEMENT: Implement programs that apply the NJDOE's Principles of Learning Acceleration to address academic, social, and emotional needs of all students.*
- *PROFESSIONAL DEVELOPMENT: Establish and support teachers' knowledge of student engagement and its relationship to the work they design for students.*
- *WELLNESS: Facilitate district and school-based activities designed to promote the health and well-being of the whole child, staff, and school community.*
- *TECHNOLOGY: Establish a multi-year District Technology Plan that includes an audit of current devices, applications, digital learning resources, and communication platforms.*

**MINUTES:** For the Organization Meeting of the Board of Education, **January 5, 2022**, at 6:00 p.m. in the Board Room at the Administration Building, 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**

The School Business Administrator/Board Secretary, Mr. Vincent Marasco, acting as presiding officer pro-tempore, called the meeting to order at 6:05 pm and read the legal notice. Approximately eight members of the public were present.

## **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 10, 2021, 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

Vincent Marasco led the Flag Salute.

## **SCHOOL BOARD ELECTION RESULTS**

SCHOOL BOARD  
ELECTION RESULTS

The Board Secretary announced the November 2, 2021 School Election results as certified by

the Monmouth County Clerk’s office, noting that a copy of such results is available and maintained in the office of the Board Secretary.

ORGANIZATION

ADMINISTRATION OF  
OATHS

1. Oaths Administered

Pursuant to N.J.S.A. 18A:12-2.1, the Business Administrator/Board Secretary administered the Oath for School Board Members to Alison DeNoia, Brenna Dillon and Amy Dimes who were all elected to a term of three (3) years.

ROLL CALL

ROLL CALL

Board Member	Term Ending
Mrs. Danielle Alpaugh	2023
Mrs. Marian Castner	2023
Mrs. Alison DeNoia	2025
Mrs. Brenna Dillon	2025
Mrs. Amy Dimes	2025
Mrs. Kathryn Gizzo	2024
Mrs. Jacquelyn Hoagland	2023
Mrs. Tracy Kramer	2024
Mrs. Heather Tormey	2024

ELECTION OF PRESIDENT AND VICE PRESIDENT (N.J.S.A 18A:15-1)

ELECTION OF  
PRESIDENT AND  
VICE PRESIDENT

1. Mr. Marasco described the procedure for the election of Board President, by calling for nominations from the floor and then asked for a motion to close nominations before calling for a vote for each Board Member so nominated in the order that they were nominated.

Mr. Marasco opened the floor for nominations for the office of President.

Jacquelyn Hoagland nominated Kathryn Gizzo for President. Hearing no further nominations, and upon a motion by Jacquelyn Hoagland, seconded by Marian Castner, with all members affirming, Mr. Marasco closed the floor to nominations for President.

Mr. Marasco then called roll for the election of nominee, Kathryn Gizzo, to President of the Board of Education. All members voted unanimously in the affirmative.

2. At Kathryn Gizzo's request as newly elected Board President, Mr. Marasco opened the floor for nominations for the office of Board Vice President.

Heather Tormey nominated Danielle Alpaugh for Vice President. Hearing no further nominations, and upon a motion by Heather Tormey, seconded by Tracy Kramer, with all

members affirming, Mr. Marasco closed the floor to nominations for Vice President.

Mr. Marasco then called roll for the election of nominee, Danielle Alpaugh, to Vice President of the Board of Education. All members voted unanimously in the affirmative.

## **ADOPTION OF NEW JERSEY SCHOOL BOARDS ASSOCIATION CODE OF ETHICS**

CODE OF ETHICS

- Each Board member participated in reading the Code of Ethics for School Board Members:

In keeping with Colts Neck Township Schools Board Policy #0142, we will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, ensure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

## BOARD COMMITTEES

## BOARD COMMITTEE

It was moved by Jacquelyn Hoagland, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the Board President's appointment of the following Board Members to the Ad-Hoc Pandemic Advisory Committee of the Board, effective January, 2022 through the Reorganization of the Board, January, 2023:

Committee	Chairperson	Members
Ad Hoc Pandemic Advisory Committee	Marian Castner	Danielle Alpaugh Kathryn Gizzo Jacquelyn Hoagland

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

## OPEN PUBLIC MEETING ACT

## OPEN PUBLIC MEETINGS ACT

It was moved by Jacquelyn Hoagland, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the following resolution:

RESOLVED that the Colts Neck Board of Education, pursuant to Chapter 231, P.L. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education, will be held in the Colts Neck Board of Education Board Room, 70 Conover Road, at 7:00 p.m., as set forth below unless indicated otherwise.

Month	First Meeting	Second Meeting
January, 2022	5 (Organization) @ 6:00 p.m.	19
February, 2022	2	16
March, 2022	2	16 (Tentative Budget Adoption)
April, 2022	6	27
May, 2022	4 (Public Hearing/Budget Adoption)	18
June, 2022	8	29
July, 2022	13	--
August, 2022	10	31 (if needed)
September, 2022	7	21
October, 2022	12	26

November, 2022	9	30
December, 2022	--	14 @ 6:00 p.m.
January, 2023	4/Organization Mtg. @ 6:00 p.m.	

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Asbury Park Press as the official newspaper to receive notices of meetings; provided, however, that the use of the Asbury Park Press shall not preclude the use of The Two Rivers Times, The Journal and newspapers of general circulation within the district; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Colts Neck Board of Education Administration Office and posted on the District website; and

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

1. Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
2. The presentation shall be as brief as possible but no more than three (3) minutes per individual.
3. The Board vests in its president, or other presiding officer authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall request such notification through the Board Secretary's Office and be charged an annual fee of \$25.00, paid in advance.

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

**READOPTON OF BOARD POLICIES AND REGULATIONS**

READOPTON OF  
BOARD POLICIES  
AND REGULATIONS

It was moved by Jacquelyn Hoagland, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the following resolution:

RESOLVED, that all current written bylaws, policies and regulations in the official revised Policy Manual of the Colts Neck Township School District be re-adopted from the date of this Organization Meeting until the Organization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable bylaws, policies and/or regulations.

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

**APPROVAL OF MINUTES**

APPROVAL OF  
MINUTES

None

**PRESENTATION**

PRESENTATION

None

**COMMUNICATIONS**

COMMUNICATIONS

Date	From	To	Subject
12/16/21	Joseph & Karen DiCrecchio	Board of Education	Current Covid-19 Quarantine Policy, Masking of children/Executive order 251
12/20/21	Adrian Gubbay	Board of Education	Masking of children/Executive order 251 and use of plexiglass
1/3/22	Adrian Gubbay	Board of Education	School Closing on 1/3/22

**REPORT OF PRESIDENT**

PRESIDENT'S  
REPORT

President Gizzo reported:

- Congratulated the newly elected Board Members, Alison, Brenna and Amy.
- Thanked everyone for their support in her election as President; will do her best to lead the Board through what has started out to be a very challenging school year.
- The remaining committee structure will be adopted at the next BOE meeting.
- Requested Mayor J.P. Bartolomeo, in attendance, to introduce himself. Mr. Bartolomeo discussed the Township liaisons with the BOE and the strong working relationships the two governing bodies maintain.

## COMMITTEE REPORTS

COMMITTEE REPORTS

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

- No Report

### Communications Committee:

- No Report

### Curriculum Committee:

- No Report

### Finance/Negotiations Committee:

- No Report

### Policy Committee:

- No Report

### Ad Hoc Pandemic Advisory Committee:

Chairperson: Marian Castner

Committee Members: Danielle Alpaugh, Kathryn Gizzo, Jacquelyn Hoagland

Co-Administrators: Dr. MaryJane Garibay and Vincent Marasco

- Marian Castner reported that the committee met earlier today.
- Discussed revised CDC quarantine and isolation times; Board will continue with current quarantine time frame.
- 'Test to stay' concept - there are many logistical issues to implement a 'test-to-stay' policy; the committee supports the idea but there is a tremendous amount of details that need to be explored further.
- Discussed the possibility of remote learning; continuing to monitor circumstances.
- Committee briefly discussed the hosting of a vaccine clinic; evaluating more information and guidance.
- ExtraCurricular activities - some districts that were not allowing unvaccinated students to participate; administration recommended and committee agreed that Colts Neck will not be excluding unvaccinated children from these activities.

### Board Member Liaisons:

Colts Neck PTO



- No Report
- Colts Neck Township Committee
- No Report

State & County School Boards Association Representative:

- No Report

**SUPERINTENDENT'S REPORT**

Dr. Garibay reported:

- Wished everyone a Happy New Year.
- Congratulated and welcomed new Board Members.
- Congratulated Mr. J.P. Bartolomeo on his election as Mayor of Colts Neck Township.
- Discussed the rationale for the Ad Hoc Pandemic Advisory Committee meeting held earlier today.
- Recognized Kathy Holland, Transportation Coordinator and transportation staff; tremendous job dealing with shortage of bus drivers.
- Recognized the resilience of CN staff. Shared with the Ad Hoc committee a snapshot of absences in the buildings; everyone stepping up to cover classes everyday.

**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
12/1/21-12/15/21	0	0

2. The Board recognizes the following Board of Education members to serve as mentors for newly elected Board members who began their terms of service in January 2022 as follows:

BOARD MENTORS

Board Mentor	Board Member
Mrs. Danielle Alpaugh	Mrs. Amy Dimes
Mrs. Marian Castner	Mrs. Alison DeNoia
Mrs. Jacquelyn Hoagland	Mrs. Brenna Dillon

**ACTION ITEMS:**

1. It was moved by Danielle Alpaugh, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the acceptance of the Superintendent's Action for the following HIB incidents as reported to the Board at its meeting of December 15, 2021 for the period commencing November 16, 2021 through November 30, 2021 wherein one (1)

AFFIRMATION OF  
SUPERINTENDENT'S  
ACTION

incident was reported. One (1) incident of HIB was found to occur, as indicated below:

HIB Incident No.	Location
2021-2	Cedar Drive Middle School

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

## BUILDINGS AND GROUNDS

1. It was moved by Marian Castner, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the following resolution:

DEMOGRAPHIC STUDY:  
SUNDANCE  
ASSOCIATES

WHEREAS, the Colts Neck Township Board of Education (the "Board") has determined that it requires the services of a demographer, and has received Proposals for demographic services from Statistical Forecasting LLC, T&M Associates (declined to submit), and Sundance Associates; and

WHEREAS, the proposal of Sundance Associates best meets the needs of the District; and

WHEREAS, the total amount of the contract is below the bid threshold established under the Public School Contracts Law;

NOW THEREFORE, BE IT RESOLVED, that the Board hereby approves a contract between the Board and Sundance Associates in accordance with the terms of Sundance Associates' proposal, at a total base cost for demographic study of \$13,800; a copy of which is on file in the Office of the Board Secretary.

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

## CURRICULUM AND INSTRUCTION

1. It was moved by Heather Tormey, seconded by Danielle Alpaugh 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: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

## FINANCE

1. It was moved by Jacquelyn Hoagland, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the withdrawal of \$113,789 from Federal Impact Aid Reserve fund balance, pursuant to P.L.2015, Chapter 46 (C. 18A:7F-41(c.)(3)), and the appropriation of said funds as follows:

APPROPRIATION OF  
FEDERAL IMPACT AID  
RESERVE FUND

Account #	Description	Amount
10-000-100-560	Charter School Tuition	\$ 73,982
11-000-291-241	Annual PERS Employer Appropriation Increase	\$ 26,007
11-000-230-340	Demographic Study	\$ 13,800
	TOTAL	\$113,789

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

## POLICY

1. It was moved by Danielle Alpaugh, seconded by Tracy Kramer 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-4)

FIRST READING  
OF POLICIES AND  
REGULATIONS

<a href="#">P 6115.01 (Attachment #P-1)</a>	Federal Awards/Funds Internal Controls – Allowability of Costs
<a href="#">P 6115.02 (Attachment #P-2)</a>	Federal Awards/Funds Internal Controls –Mandatory Disclosures
<a href="#">P 6115.03 (Attachment #P-3)</a>	Federal Awards/Funds Internal Controls – Conflict of Interest
<a href="#">P 6311 (Attachment #P-4)</a>	Contracts for Goods or Services Funded by Federal Grants

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

2. It was moved by Danielle Alpaugh, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the adoption of the following policies and regulations, as indicated below: (Attachment # P-5 - P-7)

ADOPTION OF  
POLICIES AND  
REGULATIONS

<a href="#">P 2425 (Attachment # P-5)</a>	Emergency Virtual or Remote Instruction Program
<a href="#">P 8660 (Attachment # P-6)</a>	Transportation
<a href="#">P 1100 (Attachment # P-7)</a>	Organizational Chart

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

## NEGOTIATIONS

None

## TRANSPORTATION

None

## PERSONNEL

1. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the contractual leave during the 2021-22 school year for the following staff member during the 2021-22 school year, as indicated below:

CONTRACTUAL LEAVE  
2021-22 SCHOOL  
YEAR

Name/Position Location	Effective Dates	Contractual Leave
Jenni Decarlo/Guidance Secretary/Cedar Drive Middle School	1/10/22 - 2/25/22	Non-FMLA – Unpaid Without Healthcare Benefits

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

2. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the childcare leave during the 2021-22 school year for the following staff members during the 2021-22 school year, as indicated below:

INTERMITTENT  
CHILDCARE LEAVE  
2021-22 SCHOOL  
YEAR

Name/Position Location	Effective Dates	Childcare Leave
Sherri Halpin/Teacher Conover Road Primary School	1/1/22 - 3/2/22	FMLA Intermittent – Unpaid With Healthcare Benefits

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

3. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the amendment to the resignation, adopted at the December 15, 2021 Regular Meeting for the following staff member, as indicated below:

AMENDED  
RESIGNATION

Name	Position/Location	From	To
Christine Rowland	Instructional Assistant/Cedar Drive Middle School	2/4/22	1/31/22

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

4. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the employment of the following individual for the 2021-22 school year, as indicated below:

EMPLOYMENT:  
INSTRUCTIONAL  
ASSISTANT  
2021-22 SCHOOL  
YEAR

Name	Position/Location	Effective Dates	Hours/Number of Days/Step/Hourly Rate/Salary
*Pierrette Lloyd (Replacing Victoria Mergner who	Instructional Assistant/Conover Road Primary	1/1/22 – 6/30/22	6.75 Hours Daily 184 Days Step 3

resigned)	School		\$15.10 Per Hour \$18,754 Per Annum, Prorated
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\* Pending criminal history review and receipt of prior employment verification.

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

5. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the additional pay to Conover Road Elementary School staff member to accompany student #20271427 participating in the Conover Road Elementary School's The Zen Den during the 2021-22 school year, as indicated below:

ADDITIONAL PAY  
2021-22 SCHOOL YEAR

Name	Step/Hourly Rate	Salary not to exceed	Number of sessions not to exceed	Effective Dates
Antonia Bradley	\$15.00	\$120	8	1/10/2022 - 3/28/2022

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

6. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the transfer of the following staff members for the 2021-22 school year as indicated below:

TRANSFERS:  
INSTRUCTIONAL  
ASSISTANTS FOR THE  
2021-22 SCHOOL  
YEAR

Name	Position	From	To	Effective Date
		Location	Location	
Kathryn Derzinski	Instructional Assistant	Conover Road Elementary School	Conover Road Primary School	1/3/22

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

7. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the amending of the contractual leave adopted at the December 15, 2021 Regular Meeting, for the following staff member during the 2021-22 school year, as indicated below:

AMENDED  
CONTRACTUAL  
LEAVE 2021-22  
SCHOOL YEAR

Name/Position/ Location	From	To
Laura Crawley /Bus Driver District	Contractual Leave 9/27/21 - 12/27/21 Unpaid 9/27/21 - 10/19/21 Paid (Using forty-one (41) Sick Bank Days 10/20/21 - 12/22/21)	Medical Disability/Non FMLA - 9/27/21 - 1/14/22 <ul style="list-style-type: none"> <li>Unpaid 9/27/21 - 10/19/21</li> <li>Paid (Using forty-one (41) Sick Bank Days 10/20/21 - 12/22/21)</li> <li>Paid (Using nine (9) Sick Bank Days from 1/4/22-1/14/22)</li> </ul>

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

8. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the employment of the following individual as a Long-Term Substitute Teacher during the 2021-22 school year, as indicated below:

EMPLOYMENT:  
LONG-TERM  
SUBSTITUTE  
TEACHER  
2021-22 SCHOOL  
YEAR

Name	Position/Location	Effective Dates	Salary
Jaclyn Jepsen (Replacing MaryJo Antonella, who is on a leave of absence)	Long-Term Substitute Teacher	11/29/21 – 1/31/22	\$245 Per Day

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

9. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the medical disability leave for each of the following staff members during the 2021-22 school year, as indicated below:

MEDICAL DISABILITY  
LEAVE  
2021-22 SCHOOL  
YEAR

Name/Position Location	Effective Dates	Medical Disability Leave
Michele Rogers/Teacher Conover Road Elementary School	1/10/22 - 3/10/22	FMLA – Paid With Healthcare Benefits (Using Sick Days from 1/10/22 through 3/10/22)

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

10. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the employment of the following individual as a Long-Term Substitute Teacher during the 2021-22 school year, as indicated below:

EMPLOYMENT:  
LONG-TERM  
SUBSTITUTE  
TEACHER  
2021-22 SCHOOL  
YEAR

Name	Position/Location	Effective Dates	Salary
Jean D'Urso (Replacing Michele Rogers, who is on a leave of absence)	Long-Term Substitute Teacher	1/10/22 – 3/10/22	\$245 Per Day

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

11. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the employment of the following individual for the 2021-22 school year, as indicated below:

EMPLOYMENT:  
INSTRUCTIONAL  
ASSISTANT  
2021-22 SCHOOL  
YEAR

Name	Position/Location	Effective Dates	Hours/Number of Days/Step/Hourly Rate/Salary
*Belinda Mendez-Azzollini (Replacement for	Instructional Assistant/Conover Road Elementary	On or about 2/1/22 – 6/30/22	6.75 Hours Daily 184 Days Step 18



Christina Rowland, who resigned)	School		\$21.57 Per Hour \$26,790 Per Annum, Prorated
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\* Pending criminal history review and receipt of prior employment verification.

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

12. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the appointment of the following Cedar Drive Middle School staff members to serve as extracurricular advisors/coaches for the following sport and non-sport activities at Cedar Drive Middle School during the 2021-22 school year, as indicated below:

EXTRACURRICULAR  
ADVISORS:  
CEDAR DRIVE MIDDLE  
SCHOOL  
2021-22 SCHOOL  
YEAR

Name	Position	Amount Not To Exceed
Karin Londono	Set Design	\$2,882

Mr. Marasco noted a correction to the above agenda item, noting that the "Amount Not To Exceed" is not a "\*Prorated" amount, it is the exact amount. The correction is reflected in the minutes.

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

13. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the appointment of the following Cedar Drive Middle School staff member to serve as an advisor to the Cedar Drive Middle School Fall After-School Intramural Program for the 2021-22 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:

2021-22 SCHOOL  
YEAR FALL  
AFTER-SCHOOL  
INTRAMURAL  
PROGRAM  
ADVISORS:  
CEDAR DRIVE  
MIDDLE SCHOOL

Name	Activity♦	Number of Sessions	Total Amount Not To Exceed
Joseph Truisi Grade 7	Homework Improvement Program	30	\$2,115

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

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

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

Name	Position/Location	Effective Date
Lori Martinelli	Bus Aide/Transportation	1/15/22

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

15. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the amendment of the employment, adopted at the December 15, 2021 Regular Meeting for Tatyana Popel, Teacher at Conover Road Primary School for the 2021-22 school year, as indicated below: AMENDED EMPLOYMENT: TEACHER 2021-22 SCHOOL YEAR

From Guide/Step Salary	To Guide/Step Salary
MA Guide Step 3 \$54,236 Per Annum, Prorated	MA Guide Step 3 \$64,636 Per Annum, Prorated

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

16. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the granting of an additional nine (9) days from the TWU SICK LEAVE BANK

Transport Workers Union (“TWU”) Sick Bank to be used by Laura Crawley, Bus Driver, for her absences commencing January 3, 2022 through January 14, 2022 (note 1/3/2022 snow day).

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

17. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the granting of an additional twenty (20) days from the Colts Neck Township Education Association (“CNTEA”) Sick Leave Bank to MaryJo Antonela, Teacher at Conover Road Primary for her absence commencing January 3, 2022 through January 31, 2022 (note 1/3/22 snow day).

CNTEA SICK LEAVE  
BANK

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

18. It was moved by Tracy Kramer, seconded by Heather Tormey and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the December 15, 2021 Regular Meeting, for MaryJo Antonella, Teacher at Conover Road Primary School, during the 2021-22 school year, as indicated below:

AMENDED MEDICAL  
DISABILITY LEAVE  
2021-22 SCHOOL  
YEAR

Leave Type		
From	9/2/21 - 1/1/22	FMLA – Paid With healthcare benefits (Using Sick and Personal Days from 9/2/21 through 10/25/21 FMLA - Paid using *five (5) Sick Bank Days 10/26/21- 11/1/21 *approved at the 11/3/2021 Regular Meeting FMLA - 11/2/21 - 11/26/21 Medical Disability Leave/Non-FMLA 11/29/21 - 1/1/22 Paid using thirty-three (33) Sick Bank Days 11/2/21 - 12/22/21
To	9/2/21 - 1/31/22	FMLA – Paid With healthcare benefits (Using Sick and Personal Days from 9/2/21 through 10/25/21 FMLA - Paid using *five (5) Sick Bank Days

		10/26/21- 11/1/21 *approved at the 11/3/2021 Regular Meeting FMLA - 11/2/21 - 11/26/21 Medical Disability Leave/Non-FMLA 11/29/21 - 1/31/22 Paid using thirty-three (33) Sick Bank Days 11/2/21 - 12/22/21 Paid using twenty (20) Sick Bank Days 1/3/2022 - 1/31/2022 (note 1/3/22 snow day)
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Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland,  
Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

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

None

#### **COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS**

- John Camera, 1 Roundhill Court - congratulated the newly elected BOE members. Inquired as to whether the Policy committee met to discuss his concern with the current Homework Policy. Dr. Garibay indicated that it was discussed. The Board does not want to micro manage the teachers in this respect and therefore, will not be making any revisions to the policy at this time. Encouraged parents to speak with their child's teachers with respect to this. Additionally, has concerns over the Board considering having a vaccination clinic at the school.
- Karin Londono, CNTEA President - held the Blood Drive on December 16th; thank you to the Board of Education for allowing this to happen. Congratulations to the Mayor - thank you for the partnership with the Administration.
- Dr. Garibay congratulated the staff and students for a wonderful winter concert.

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

No Executive Session held.

#### **ADJOURNMENT**

At 7:05pm, it was moved by Danielle Alpaugh, seconded by Heather Tormey and carried on a unanimous roll call vote to adjourn the meeting.

Yes: Marian Castner, Alison De Noia, Brenna Dillon, Amy Dimes, Jacquelyn Hoagland, Tracy Kramer, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

<b>REFERENCE SHEET</b>	
Attachment # C-1	Reimbursable Expenses
Attachment # P-1	1st Reading of Policy 6115.01 - Federal Awards/Funds Internal Controls – Allowability of Costs
Attachment # P-2	1st Reading of Policy 6115.02 - Federal Awards/Funds Internal Controls – Mandatory Disclosures
Attachment # P-3	1st Reading of Policy 6115.03 - Federal Awards/Funds Internal Controls – Conflict of Interest
Attachment # P-4	1st Reading of Policy 6311 - Contracts for Goods or Services Funded by Federal Grants
Attachment # P-5	Adoption of Policy 2425 - Emergency Virtual or Remote Instruction Program
Attachment # P-6	Adoption of Policy 8660 - Transportation
Attachment # P-7	Adoption of Policy 1100 - Organizational Chart

<b>BOARD MEETINGS*</b>			
January 19, 2022	April 6, 2022	June 29, 2022	September 21, 2022
February 2, 2022	April 27, 2022	July 13, 2022	October 12, 2022
February 16, 2022	May 4, 2022	August 10, 2022	October 26, 2022
March 2, 2022	May 18, 2022	August 31, 2022 (if needed)	November 9, 2022
March 16, 2022	June 8, 2022	September 7, 2022	November 30, 2022
December 14, 2022 @ 6:00 pm			
January 4, 2023 @ 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>NOTEWORTHY DATES</b>		
<b>2022</b>		
Monday	January 3	Schools Reopen for Students and Staff
Monday	January 17	Martin L. King's Birthday – Schools Closed for Students/Professional Development for Staff
Thursday	February 17	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
Friday - Monday	February 18-21	Presidents' Weekend – Schools/Central Office Closed

Wednesday	February 23	Short Session Day – Parent/Teacher Conferences (Afternoon & Evening)
Thursday	February 24	Short Session Day – Parent/Teacher Conferences (Afternoon & Evening)
Friday	February 25	Short Session Day – Students & Staff
Thursday	April 14	Short Session Day - Students & Staff
Friday - Friday	April 15-22	Spring Recess – Schools/Central Office Closed
Monday	April 25	Schools Reopen
Friday	May 27	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
Monday	May 30	Memorial Day - Schools/Central Office Closed
Friday	June 24	Short Session Day for Students & Staff TBD Last Day of School - CDMS Graduation TBD

Respectfully Submitted,

*Vincent S. Marasco*

Vincent S. Marasco  
School Business Administrator/Board Secretary