

**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
2020-2021 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 include varied communication methods to educate and engage the community about the role of the Board of Education and District initiatives.
- Student Achievement:
 - Assess the effectiveness of District programs and practices implemented to address achievement gaps due to the COVID-19 pandemic and address areas of identified deficiencies.
 - 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.
- Planning: Complete, implement and monitor the District Strategic Plan initiated in the 2019-2020 academic year.

MINUTES: For the Meeting of the Board of Education, **October 20, 2021**, at 7:00 p.m. in the Gymnasium at the Cedar Drive Middle School, 73 Cedar Drive, 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 Gizzo called the meeting to order at 7:05 p.m. Three (3) members of the public were present.

ROLL CALL

ROLL CALL

Board Members Present: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

Board Members Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

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 and October 19, 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

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

APPROVAL OF MINUTES

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

APPROVAL OF
MINUTES

Meeting
August 18, 2021 Regular Meeting Minutes

Yes: Marian Castner, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Abstain: Marci Klein

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

PRESENTATION

PRESENTATION

1. Erica Reynolds, Director of Curriculum and Instruction reported on the Spring 2021 ACCESS for ELLs and Dynamic Learning Maps (DLM) / Fall 2021 Start Strong Assessment data.

COMMUNICATIONS

COMMUNICATIONS

None

REPORT OF PRESIDENT – Mrs. Kathryn Gizzo

PRESIDENT'S
REPORT

President Gizzo reported:

- A summary from Kathy Winecoff of the Board Retreat was sent to all Board members; it was requested that Board members look at the Board Goals. Approval of Board Goals is anticipated at the November 3, 2021 meeting.
- Tracy Kramer will be joining the Buildings & Grounds/Safety & Security Committee; thanked Danielle Alpaugh for her service on the committee.
- Communications committee working on district website; solicited comments from BOE.

COMMITTEE REPORTS

COMMITTEE
REPORTS

Buildings & Grounds/Safety & Security Committee:

Chairperson: Kevin O'Connor

Committee Members: Tracy Kramer, Kathryn Gizzo, Heather Tormey

Administrator: Vincent Marasco

- Kevin O'Connor reported that the committee met on October 13th.
- Discussed a number of topics including (1) update on tennis and basketball courts project; expected substantial completion by mid November; (2) Conover Road campus - ingress and egress issues and dropoff and pickup procedure; representatives from county made recommendations; (3) Long Range Facility Plan; and (4) update on receipt of proposals for Demographic Study.
- No meeting schedule at this time.

Communications Committee:

Chairperson: Danielle Alpaugh

Committee Members: Tracy Kramer, Marci Klein, Heather Tormey

Administrator: Philip J. Capasso III

- No report

Curriculum Committee:

Chairperson: Marian Castner
Committee Members: Marci Klein, Kevin O'Connor, Dr. Kimberly Raymond
Administrator: Erica Reynolds

- Marian Castner reported that the committee has not met since the last meeting.

Finance/Negotiations Committee:

Chairperson: Kathryn Gizzo
Committee Members: Danielle Alpaugh, Marian Castner, Jacquelyn Hoagland
Co-Administrators: Dr. MaryJane Garibay and Vincent Marasco

- Kathryn Gizzo reported that the committee met on October 13th.
- Discussed solutions for a portable microphone/speaker system for BOE; received some quotes.
- Followup conversation on National School Lunch Program & Pomptonian staffing/food supply. Currently the district does not participate in the NSLP and therefore is not obligated to participate in a free lunch option to all of its students. The Committee explored whether the district could reenter the NSLP for this school year, but based on the results of Mr. In Marasco's conversations with the Department of Agriculture, it was determined that the district would maintain its current status.
- Discussed components of the Taxpayers Guide to Education Spending; focusing on the areas where the district's costs per pupil are high. Committee has determined that it will start with an audit of our special services area of spending. Dr. Garibay will be working with the administrative team to do a systematic review of all programs within special services.
- Noted the Extraordinary Aid appropriation on the agenda for approval; one amount represents a new contract that the district will be entering into for the supply of substitute teachers.
- The next meeting is scheduled for November 10th at 9:30 a.m.

Policy Committee:

Chairperson: Jacquelyn Hoagland
Committee Members: Marian Castner, Marci Klein, Tracy Kramer
Administrator: Dr. MaryJane Garibay

- Marian Castner reported that the committee met on October 15th.
- Discussed revisions to the Job Description for the Facilities Manager position; noted this is on the agenda this evening for approval.
- Reviewed and revised P3134 - Assignment of Extra Duties; P4146 - Nonrenewal of Non Tenured Support Staff Member; and R4146 - Nonrenewal of Non Tenured Support Staff Member, noting that these policies/regulations are on this evening's agenda for a first reading.
- Continued discussions on Policy and Regulation 0115 - Board committees

(frequency of meetings and committee structure); chain of communication, wellness policies (8530 & 8505), virtual meetings and Bylaw 0157 - Board of Education website.

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 on Monday, October 18th.
- Committee was informed of the delay in the implementation of staff testing in accordance with EO253. Dr.Garibay also shared with the committee that all districts in Monmouth County who selected the State's end-to-end on site testing option have been assigned Rover Labs as their laboratory. Although testing is delayed, the district remains in compliance with EO253 since it has collected information to determine the number of staff to be tested.
- Reviewed the requirements for school volunteers & visitors under EO253; discussed the best and most efficient way to facilitate the collection of the information from school volunteers as well as communicate these requirements to the school community.
- Dr. Garibay shared with the Committee that she had created 21-22 Back-To-School Surveys for staff and parents/guardians; both surveys will be available through Friday, October 22, 2021.
- Other topics discussed were district vaccination clinics for students and the continuance of the Ad Hoc committee.

Board Member Liaisons:

Marci Klein - Colts Neck PTO

- Reminder PTO membership is still open; encouraged people to join.

Kevin O'Connor - Colts Neck Township Committee

- No Report

State & County School Boards Association Representative:

Marian Castner

- Attended the second part of the Strategic Plan workshop.
- Reminder next week October 26-28th is Annual NJSBA Workshop.

SUPERINTENDENT'S REPORT:

Dr. Garibay reported:

- Parent/Guardian and Staff surveys sent out; open until Friday.
- Parent/Teacher conferences are happening next week; they will be held virtually and scheduling is open.
- Noted the ESS contract on agenda this evening; thanked the Board for their support. Obtaining substitutes has been challenging this school year.
- Meeting with Dr. Beck and Mrs. Reynolds to have comprehensive conversations

about the special services department and the curriculum department and how it links into the total support services and salaries and benefits (indicators 6 & 7) under the Taxpayers Guide to Education Spending.

- Noted the SOA's and plans on the agenda; district will be undergoing a New Jersey Quality Single Accountability Continuum (NJQSAC) monitoring this year. Site visits are currently scheduled for January 2022.

INFORMATION ITEMS:

1. Superintendent's Report on Enrollment, Fire/Security Drills and Student Suspensions for the 2021-22 School Year, as of October 20, 2021. ([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
9/1/21 - 9/30/21	0	0
10/1/21 - 10/15/21	0	0

3. The Superintendent reported on all acts of violence, vandalism and harassment, intimidation and bullying ("HIB") for the following period during the 2020-21 school year, as indicated below: ([Attachment # S-4](#))

VIOLENCE,
VANDALISM, AND HIB
REPORT FOR PERIOD
2 OF THE 2020-21
SCHOOL YEAR

Reporting Period 2 for the 2020-21 School Year
January 1, 2021 through June 30, 2021

ACTION ITEMS:

1. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the amended school calendar for the 2021-22 school year. ([Attachment # S-2](#))

2021-2022 AMENDED
SCHOOL CALENDAR

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

2. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance ("SOA") for the 2021-22 school year to the Monmouth County Office of the New Jersey Department of Education attesting that the checklists for Conover Road Primary School, Conover Road

HEALTH AND SAFETY
EVALUATION OF
SCHOOL BUILDINGS
CHECKLIST SOA FOR
THE 2021-22 SCHOOL
YEAR

Elementary School and Cedar Middle School have been completed. ([Attachment # S-3](#))

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

3. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the adoption of the Nursing Services Plan for the 2021-22 school year, which is on file in the Office of Special Services.

NURSING SERVICES
PLAN

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

4. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the Colts Neck Township School District's 21-22 Remote Learning Plan, in accordance with A-3904 into law (P.L.2020, c.27, or "Chapter 27").

21-22 CNTSD REMOTE
LEARNING PLAN

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

5. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the out-of-district placement for the 2021-22 School Year, beginning October 13, 2021, as indicated below:

OUT-OF-
DISTRICT
PLACEMENT:
2021-22 SCHOOL YEAR

Student #	School	Tuition	Extraordinary Costs
20291593	Ladacin Network-Schroth School	\$52,800.00	N/A

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

BUILDINGS AND GROUNDS

None

CURRICULUM AND INSTRUCTION

1. It was moved by Marci Klein, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the adoption of the district and schools' Professional Development ("PD") Plans 2021-2022 school year, which are on file in the office of Curriculum and Instruction. ADOPTION OF
2021-2022 SCHOOL
YEAR DISTRICT AND
SCHOOLS' PD PLANS

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

2. It was moved by Marci Klein, seconded by Kevin O'Connor 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, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

FINANCE

1. It was moved by Marian Castner, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the transfer of funds for the month of August, 2021 for the 2021-22 school year. ([Attachment # F-1](#)) TRANSFER OF FUNDS

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

2. It was moved by Marian Castner, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the Board Secretary's Report as of August 31, 2021. ([Attachment # F-2](#))

BOARD SECRETARY'S
REPORT

RESOLVED, Pursuant to N.J.A.C. 6A:23-2.11(c)3 the Board Secretary certifies that as of August 31, 2021 NO budgetary line item account has obligations and payments (contractual orders) which in the total exceed the amount appropriated by the Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1.

Pursuant to N.J.A.C. 6A:23-2-11(c)4, we certify that as of August 31, 2021 the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

3. It was moved by Marian Castner, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the Report of the Treasurer of School Monies as of August 31, 2021. ([Attachment # F-3](#))

TREASURER'S
REPORT

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

4. It was moved by Marian Castner, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the Bill List dated October 20, 2021 in the amount of \$2,264,891.96 and Food Service payments in the amount of \$43,818.60.

BILL LIST
FOOD SERVICE
PAYMENTS

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

5. It was moved by Marian Castner, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the following resolution:

APPROVAL OF
CONTRACT WITH
EDUCATION
MANAGEMENT &
STAFF SOLUTIONS
('ESS')

WHEREAS, The Colts Neck Township Schools has determined the provision of substitute teacher services are necessary for the district and has received a proposal from Education Management & Staffing Solutions, "ESS Northeast, LLC", with principal offices located at 800 North Kings Highway, Cherry Hill, NJ; and

WHEREAS, ESS is an educational staffing firm that specialized in full-service management of substitute teacher and paraprofessionals for public schools and provides services that eliminates the administrative responsibilities relating the provision of substitute teachers, including recruiting, credentialing, hiring, training, scheduling, and day-to-day management of the substitute teacher workforce; and

WHEREAS, the board, pursuant to N.J.S.A 18A:18A-5(a)(5), may negotiate and award a contract for professional services without the necessity of public advertising for bids and bidding therefore;

BE IT RESOLVED, that the Colts Neck Township Board of Education hereby approves a professional services contract for the provision of three (3) daily substitute teachers – one for each school building, between the Board and ESS for the Term of November 1, 2021, through June 30, 2022, at a per diem rate of \$175 with a bill rate of \$232.75 per substitute, for an approximate total of seventy-five (75) student calendar days, for a total cost not to exceed \$52,369; and be it

FURTHER RESOLVED, that the Board authorize the Board Secretary to execute such agreement, a copy of which shall be retained on file in the Board Office.

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

6. It was moved by Marian Castner, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the appropriation of \$178,618 of 2020-21 NJ State

APPROPRIATION OF
2020-21
EXTRAORDINARY AID

Extraordinary Aid to increase the following budgetary accounts in accordance with N.J.A.C. 6A:23A-13.3(d):

Budgetary Account	Description	Amount
11-190-100-320	Substitute Staffing contract with ESS	\$ 52,369
11-000-216-320	Add'l ot/pt contracted professional services - effective 8-31-21	\$ 15,474
11-000-221-390	Add'l LinkIt! license for intervention training -effective 9-30-21	\$ 3,600
11-000-100-566	Unanticipated ood special ed. placement	\$ 52,800
11-190-100-590	Replacement copier for crps - add'l need	\$ 4,212
11-000-213-101	Add'l summer nursing expenditures - effective 8-31-21	\$ 3,419
11-213-100-101	Add'l summer Resource Room expend. - effective 8-31-21	\$ 21,263
11-214-100-106	Add'l Autism summer Aide expend - effective 8-31-21	\$ 3,121
11-000-100-562	Temp. Approp. until tuition credit rec'd - effective 8-31-21	\$ 22,360
	Total Appropriation	\$178,618.00

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

7. It was moved by Marian Castner, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the following resolution:

SCHOOL ALLIANCE
INSURANCE FUND
MEMBERSHIP

WHEREAS, on July 28, 2021, the Colts Neck Board of Education approved the renewal of the commercial, property, workers' compensation and other lines of insurance for the 2021-22 school year; and

WHEREAS, the Colts Neck Board of Education is desirous of renewing its membership in the School Alliance Insurance Fund ('SAIF').

NOW THEREFORE BE IT RESOLVED that the Colts Neck Board of Education hereby approves the membership in the School Alliance Insurance Fund ("Fund") for the three (3) year period commencing July 1, 2021 through July 1, 2024 and authorizes Vincent S. Marasco, School Business Administrator/Board Secretary to execute the Indemnity and Trust Agreement with the Fund. ([Attachment # F-4](#))

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

POLICY

1. It was moved by Tracy Kramer, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the first reading of the following policies and regulations, as indicated below: (Attachment # P-12-14) FIRST READING
OF POLICIES AND
REGULATIONS

Attachment P-12	P3134 - Assignment of Extra Duties
Attachment P-13	P4146 - Nonrenewal of Non Tenured Support Staff Member
Attachment P-14	R4146 - Nonrenewal of Non Tenured Support Staff Member

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

2. It was moved by Tracy Kramer, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the adoption of the following policies and regulations, as indicated below: (Attachment # P-1-10) ADOPTION OF
POLICIES AND
REGULATIONS

Attachment P-1	P1648.11 - The Road Forward - Health and Safety
Attachment P-2	P1648.11 - The Road Forward - Appendices
Attachment P-3	P 2422 - Comprehensive Health and Physical Education
Attachment P-4	P 2467 - Surrogate Parents and Resource Family Parents
Attachment P-5	P 5111 - Eligibility of Resident/Nonresident Children
Attachment P-6	P 5116 - Education of Homeless Children
Attachment P-7	P 7432 - Eye Protection
Attachment P-8	R 7432 - Eye Protection
Attachment P-9	P 8420 - Emergency and Crisis Situations
Attachment P-10	R 8420.1 - Fire and Fire Drills

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

3. It was moved by Tracy Kramer, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the revision to the following job description, adopted at the January 17, 2007 and revised at the March 21, 2007 Regular meeting, as indicated below: [\(Attachment #P-11\)](#)

ADOPTION OF
REVISED JOB
DESCRIPTION:
FACILITIES
MANAGER

Facilities Manager

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

NEGOTIATIONS

None

TRANSPORTATION

None

PERSONNEL

1. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the acceptance of the retirement of the following staff member, with regret, as indicated below:

RETIREMENT

Name	Position/Location	Effective Date
Rosemary Moriarty	Bus Driver/District	1/1/22

The Board expresses its appreciation and gratitude to Rosemary Moriarty for her 13 years of faithful service to the children and the district and further wishes her good health and much happiness during her retirement.

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle

Alpaugh

2. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the resignation of the following staff members, as indicated below: RESIGNATION

Name	Position/Location	Effective Date
Jill Jorgensen	Instructional Assistant/Conover Road Elementary School	10/30/21

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

3. It was moved by Kevin O'Connor, seconded by Marci Klein 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:

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

Name	Position/Location	From	To	Salary
Brianna Piccinich (Replacing MaryEllen Zambell who, is on a leave of absence)	Long-Term Substitute Teacher	9/2/21 - 10/15/21	9/2/21 - 12/3/21	\$245 Per Day

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

4. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the amending of the contractual leave 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	Contractual Leave
Laura Crawley / Bus Driver	9/27/21 - 10/18/21	9/27/21 - 11/19/21	Unpaid 9/27/21 - 11/19/21

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

5. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the August 18, 2021 Regular Meeting, for Mary Ellen Zambell, Teacher at Conover Road Primary School, during the 2021-22 school year, as indicated below:

AMENDED MEDICAL
DISABILITY LEAVE
2021-22 SCHOOL
YEAR

From	To	Leave Type
9/2/21 - 10/15/21	9/2/21 - 12/3/21	FMLA – Paid With healthcare benefits (Using Sick Days from 9/2/2021 through 12/3/2021)

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

6. It was moved by Kevin O'Connor, seconded by Marci Klein 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
Joann Oates Instructional Assistant Conover Road Primary School	9/29/21 -10/29/21	FMLA – Paid With healthcare benefits (Using Sick and Personal Days from 10/6/21 through 10/21/221) FMLA - Unpaid 10/22/21- 10/29/21
MaryJo Antonela Teacher Conover Road Primary School	9/2/21 - 10/25/21	FMLA – Paid With healthcare benefits (Using Sick and Personal Days from 9/2/21 through 10/25/21, *FMLA - Paid using Sick Bank Days 10/26/21- 11/1/21
Carol Burtnick Teacher Cedar Drive Middle School	10/14/21 - 10/22/21	FMLA – Paid With healthcare benefits (Using Sick Days from 10/14/21 - 10/22/21

*Pending outcome of decision by Sick Day Bank Committee

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

7. It was moved by Kevin O'Connor, seconded by Marci Klein 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
Staff ID No. 21979	9/20/21 -11/2/21	FMLA – Paid With healthcare benefits (Using Sick Days from 9/20/21 -11/2/21)

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

8. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the amending of the appointment of the following staff member, adopted at the September 29, 2021 Regular Meeting to serve as a home instructor for Student #20251034, at an hourly rate of \$52, for the period commencing October 4, 2021 through November 5, 2021, as indicated below:

AMENDED HOME
INSTRUCTION FOR
2021-22 SCHOOL
YEAR

From Name	To Name	Total Hours Per Week Not to Exceed
Megan Mastropiero	Teresa D'Elia	10

9. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the appointment of the following staff members to serve as a home instructor for Student #20260051, at an hourly rate of \$52, for the period commencing September 9, 2021 through June 24, 2022, as indicated below:

HOME INSTRUCTION
FOR 2021-22 SCHOOL
YEAR

Name	Total Hours Per Week Not to Exceed
Christine Doran	2
Chelsea McGowan	2

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

10. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the additional pay to Tatyana Popel, Long-Term substitute teacher at Conover Road Primary School, at an hourly rate of \$34.50, as indicated below:

ADDITIONAL PAY
TEACHERS 2021-22
SCHOOL YEAR:

Date	Purpose	Total Number of Hours	Total Amount Not to Exceed
9/21/21	Back to School Night	2	\$69

It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the additional pay to Claudia Luongo Half-Time Teacher of Visual Arts at Conover Road Elementary School, at an hourly rate of \$44, as indicated below:

Date	Purpose	Total Number of Hours	Total Amount Not to Exceed
9/2/21 - 9/3/21	Staff Orientation	3.55	\$312.40
10/11/21	Staff In-Service	3.55	\$156.20

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

11. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the employment and salaries of certificated and support staff members for the 2021-22 school year. (Attachment # PSL-1-PSL-8)

2021-22 SALARIES
CNTEA
CERTIFICATED AND
SUPPORT STAFF
MEMBERS

Attachment # PSL-1	Certificated Staff
Attachment # PSL-2	Instructional Assistants
Attachment # PSL-3	Kindergarten Instructional Assistants
Attachment # PSL-4	Lunch-Recess Aides
Attachment # PSL-5	Transportation Aides

Attachment # PSL-6	Buildings and Grounds
Attachment # PSL-7	Computer Technicians
Attachment # PSL-8	Secretaries

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

12. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the appointment of the following staff members to serve in the following positions listed below, in the Before/After School Remediation/Enrichment Program for the 2021-22 school year, at an hourly rate of \$52, for a total number of hours not to exceed 56 hours for all staff members, for a total amount not to exceed \$2,928 for all staff members, as indicated below:

BEFORE/AFTER
SCHOOL
REMEDATION/
ENRICHMENT
PROGRAM
COORDINATOR
AND INSTRUCTORS

Staff Member	Location	Position
Lysa Cook	Conover Road Elementary School	Coordinator
Jennifer Collett	Conover Road Primary School	TIP Instructor
Jennifer Main	Conover Road Primary School	TIP Instructor
Marie Muller	Conover Road Primary School	TIP Instructor

*Funded by Addressing Student Learning Loss Grant

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

13. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the additional pay to Patrick DeJoy to serve as School Security Monitor on Wednesday, October 20, 2021 for a total number of hours not to exceed five (5), at an hourly rate of \$21 per hour not to exceed \$105.

ADDITIONAL PAY

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

Alpaugh

14. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the appointment of the following Conover Road Elementary School staff members to serve as extracurricular activity advisors at Conover Road Elementary during the 2021-22 school year, as indicated below:

EXTRACURRICULAR
ADVISORS: CONOVER
ROAD ELEMENTARY
SCHOOL SCHOOL
2021-22 SCHOOL
YEAR

Name	Position	Amount Not Exceed
♦Brian Jay Willis & ♦Angelina Francese	Choir/Honor Choir	\$2,882

♦ Amount split equally between co-advisors

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

15. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the appointment of the following Conover Road Elementary School staff members to serve as advisors to the Conover Road Elementary School After-School Intramural Program for the 2021-22 school year, once a week, at an hourly rate of \$47, with each session to run sixty (60) minutes, at an amount not to exceed \$47 per session, as indicated below:

2021-22 SCHOOL
YEAR AFTER-
SCHOOL
INTRAMURAL
PROGRAM
ADVISORS:
CONOVER ROAD
ELEMENTARY
SCHOOL

Name	Activity♦	Number of Sessions	Total Amount Not To Exceed
Amy Desmond	Coloring Club	9	\$423
Olivia Santarsiero	Travel the World Club	6	\$282
Niamh Cassidy	Travel the World Club	6	\$282
Niamh Cassidy	Fitness Fanatics Club	9	\$423
Jordan Farley	Fitness Fanatics Club	9	\$423
Kristin Rutigliano	Bring the Beat Club	9	\$423
Jessica Romanik	Bring the Beat Club	9	\$423
Elizabeth Lowes	Yoga Club Grades 4-5	5	\$235
Elizabeth Lowes	Yoga Club Grade 3	8	\$376
Allison Klacik	Writing Workshop Club	6	\$282
Allison Klacik	Reader's Theater Clubq	9	\$423
Claudia Luongo	Art Club	9	\$423
Shannon Healy	Colts United Club	9	\$423

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

It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the appointment of the following individual to the list of Substitute Support Staff for the 2021-22 school year, on an as needed basis, pending approval of criminal history review:

SUBSTITUTE
SUPPORT STAFF:
2021-22 SCHOOL
YEAR

Name	Position	Hourly Rate
Kathleen Hulse	Substitute Lunch-Recess Aide	\$12.00

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

16. It was moved by Kevin O'Connor, seconded by Marci Klein 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	Lunch-Recess Aide Conover Road Elementary School	10-29-21

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

17. It was moved by Kevin O'Connor, seconded by Marci Klein 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:
2021-22 SCHOOL
YEAR

Name	From Position/Location	To Position/Location
Jennifer Fisahn	Special Education Teacher (.20) & Behavior Analyst (.80) Conover Road	Special Education Teacher Cedar Drive Middle School (.30) Behavior Specialist Cedar Drive Middle School (.35) Behavior Specialist

	Elementary School	Conover Road Elementary School (.35)
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Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

18. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the appointment of Suzanne Cooper, Teacher of Social Studies, as the Cedar Drive Middle School Peer Tutoring Advisor for the 2021-22 school year, at an hourly rate of \$47, with each session to run ninety (90) minutes, for an amount not to exceed \$70.50 per session.

CDMS PEER
TUTORING ADVISOR
2021-22 SCHOOL
YEAR

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

19. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a unanimous roll call vote to approve the medical disability leave for the following staff member during the 2021-22 school year, as indicated below:

MEDICAL DISABILITY
LEAVE
2021-22 SCHOOL
YEAR

Name/Position Location	Effective Dates	Medical Disability Leave
Sandra Mezzasalma Kindergarten Instructional Assistant/Conover Road Primary School	10/25/21 - 12/7/21	FMLA – Paid With healthcare benefits (Using Sick Days from 10/25/21 through 12/7/21)

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

20. It was moved by Kevin O'Connor, seconded by Marci Klein and carried on a EMPLOYMENT:

unanimous roll call vote to approve the employment of the following individual for the 2021-22 school year, as indicated below:

INSTRUCTIONAL
ASSISTANT
2021-22 SCHOOL
YEAR

Name	Position/Location	Effective Dates	Hours/Number of Days/Step/Hourly Rate/Salary
* Karen Blaser (Replacing Jill Jorgensen, who resigned)	Instructional Assistant	11/8/21 – 6/30/22	6.75 Hours Daily 184 Days Step 9 \$15.50 Per Hour \$19,250 Per Annum Prorated

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

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

NEW BUSINESS/WORK SESSION AGENDA

- Kathryn Gizzo asked if any BOE member had comments relative to the Board Goals to please email her directly.

COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS

None

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

At approximately 8:28 p.m. President Gizzo announced that the Board would move into Executive Session for approximately thirty (30) minutes to discuss negotiations with TWU and lease or purchase of real property from NWSE. She further announced that no action would be taken afterwards and articulated that such discussion may be disclosed upon future resolution.

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

ADJOURNMENT

At 9:11 p.m., it was moved by Kevin O'Connor, seconded by Marian Castner and carried on a unanimous roll

call vote to adjourn the meeting.

Yes: Marian Castner, Marci Klein, Tracy Kramer, Kevin O'Connor, and Kathryn Gizzo

No: None

Absent: Jacquelyn Hoagland, Kimberly Raymond, Heather Tormey and Danielle Alpaugh

REFERENCE SHEET	
Attachment # S-1	Enrollment, Fire/Security Drills and Student Suspensions as of October 20, 2021
Attachment # S-2	2021-2022 Amended School Calendar
Attachment # S-3	Health And Safety Evaluation Of School Buildings Checklist SOA
Attachment # S-4	Violence, Vandalism, And HIB Report For Period 2 Of The 2020-21 School Year
Attachment # C-1	Reimbursable Expenses
Attachment # F-1	Transfers for the Month of August, 2021
Attachment # F-2	Board Secretary's Report as of August 31, 2021
Attachment # F-3	Treasurer's Report as of August 31, 2021
Attachment # F-4	SAIF Indemnity and Trust Agreement
Attachment # P-1	Adoption of P1648.11 - The Road Forward - Health and Safety
Attachment # P-2	Adoption of P1648.11 - The Road Forward - Appendices
Attachment # P-3	Adoption of P2422 - Comprehensive Health and Physical Education
Attachment # P-4	Adoption of P2467 - Surrogate Parents and Resource Family Parents
Attachment # P-5	Adoption of P5111 - Eligibility of Resident/Nonresident Students
Attachment # P-6	Adoption of P5116 - Education of Homeless Children
Attachment # P-7	Adoption of P7432 - Eye Protection
Attachment # P-8	Adoption of R7432 - Eye Protection
Attachment # P-9	Adoption of P8420 - Emergency and Crisis Situations
Attachment # P-10	Adoption of R8420.1 - Fire and Fire Drills
Attachment # P-11	Adoption of Revised Job Description - Facilities Manager
Attachment # P-12	First Reading of P3134 - Assignment of Extra Duties
Attachment # P-13	First Reading of P 4146 - Nonrenewal of Nontenured Support Staff Member
Attachment # P-14	First Reading of R 4146 - Nonrenewal of Nontenured Support Staff Member
Attachment # PSL-1	Salaries Certificated Staff
Attachment # PSL-2	Salaries Instructional Assistants
Attachment # PSL-3	Salaries Kindergarten Instructional Assistants
Attachment # PSL-4	Salaries Lunch-Recess Aides
Attachment # PSL-5	Salaries Transportation Aides
Attachment # PSL-6	Salaries Buildings and Grounds
Attachment # PSL-7	Salaries Computer Technicians
Attachment # PSL-8	Salaries Secretaries

BOARD MEETINGS*

October 20, 2021 ♦	November 3, 2021	November 17, 2021	December 15, 2021 @ 6:00 pm
January 5, 2022 @ 6:00 p.m. (Organization Meeting)			

* All previously advertised Regular Board Meetings commencing Wednesday, September 1, 2021 through Wednesday, January 5, 2022 will be held in-person in the Board Room located in the Administration Building, 70 Conover Road, Colts Neck, NJ 07722, unless other noted and advertised.

♦ Location moved to Gymnasium at Cedar Drive Middle School, 73 Cedar Drive, Colts Neck, NJ 07722.
Mask required.

NOTEWORTHY DATES		
2021		
Monday	October 25	Short Session Day – Parent/Teacher Conferences (Afternoon)
Tuesday	October 26	Short Session Day – Parent/Teacher Conferences (Afternoon)
Wednesday	October 27	Short Session Day – Parent/Teacher Conferences (Afternoon)
Thursday	October 28	Short Session Day – Parent/Teacher Conferences (Afternoon & Evening)
Friday	October 29	Short Session Day – Students and Staff
Thursday-Friday	November 4-5	NJEA Convention – Schools/Central Office Closed
Wednesday	November 24	Short Session Day for Students and Staff
Thursday-Friday	November 25-26	Thanksgiving Recess – Schools/Central Office Closed
Wednesday	December 22	Short Session Day for Students & Staff (Winter Recess Begins at the End of Day)
Thursday - Friday	December 23-31	Winter Recess – Schools/Central Office Closed
2022		
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 – Parent/Teacher Conferences
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