

**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.*

**Vision Statement**

- *Colts Neck Township School District is a place where learning is engaging, individualized, inspirational and meaningful for all members of the school community at all times.*
- *Community: dynamic partnerships with the greater community*
- *Academic: curricular and co-curricular programs that are student centered and encourage all participants to question, take risks and innovate*
- *Physical Environment: safe, inviting and stimulating*
- *Professional Learning: paramount to creating a culture that improves instructional practice*
- *Technology: support and enhance the Vision and contribute to the effective and efficient operation of the district.*

AGENDA: For the Meeting of the Board of Education, October 16, 2019, at 7:00 p.m. in the Board Room of the Administration Building, 70 Conover Road, Colts Neck, New Jersey 07722

**BOLD = REVISED**

**CALL TO ORDER**

**ROLL CALL**

ROLL CALL

**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, 2019, 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

**APPROVAL OF MINUTES**

APPROVAL OF  
MINUTES

**PRESENTATION**

PRESENTATION

1. Presentation by Erica Reynolds, Director of Curriculum & Instruction, on the district's assessment results for the 2018-19 school year

**COMMUNICATIONS**

COMMUNICATIONS

**COMMENTS FROM ATTENDING CONSTITUENTS – Agenda Items Only**

COMMENTS

## **REPORT OF PRESIDENT – Dr. Kimberly Raymond**

PRESIDENT'S  
REPORT

### **COMMITTEE REPORTS**

COMMITTEE  
REPORTS

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

Chairperson: Kevin O'Connor  
Committee Members: Marian Castner, Kathryn Gizzo, Michael Taylor  
Administrator: Vincent Marasco

#### Communications Committee:

Chairperson: Danielle Alpaugh  
Committee Members: Jacquelyn Hoagland, Marci Klein, Rebecca Roberts  
Administrator: Terry Pilitzer

#### Curriculum Committee:

Chairperson: Dr. Kimberly Raymond  
Committee Members: Danielle Alpaugh, Marian Castner, Rebecca Roberts  
Administrator: Erica Reynolds

#### Finance/Negotiations Committee:

Chairperson: Kathryn Gizzo  
Committee Members: Dr. Kimberly Raymond (Finance)/Danielle Alpaugh (Negotiations)  
Marian Castner, Jacquelyn Hoagland  
Co-Administrators: MaryJane Garibay and Vincent Marasco

#### Policy Committee:

Chairperson: Jacquelyn Hoagland  
Committee Members: Marci Klein, Rebecca Roberts, Michael Taylor  
Administrator: MaryJane Garibay

#### Ad Hoc Referendum Committee:

Chairperson: Kevin O'Connor  
Committee Members: Danielle Alpaugh, Kathryn Gizzo, Dr. Kimberly Raymond,  
Co-Administrators: MaryJane Garibay and Vincent Marasco

## **SUPERINTENDENT'S REPORT**

### **INFORMATION ITEMS:**

1. Superintendent's Report on Enrollment, Fire/Security Drills and Student Suspensions for the 2019-20 School Year, as of September 30, 2019. ([Attachment # S-1](#)). SUPERINTENDENT'S REPORT
2. The Superintendent will report on the following investigations of harassment, intimidation and bullying ("HIB") occurring during the following period: SUPERINTENDENT'S REPORT ON INVESTIGATION OF HIB INCIDENTS

Period	Number of Incidents Reported	Number of Incidents HIB Was Found to Occur
9/16/19 - 9/30/19	0	0

#### **ACTION ITEMS:**

1. The Colts Neck Board of Education acknowledges that there is no Superintendent's Action for HIB/Non-HIB incidents as reported at its meeting of October 2, 2019 for the period commencing September 5, 2019 through September 13, 2019 wherein no incidents were reported. ACKNOWLEDGMENT OF NO ACTION BY SUPERINTENDENT
2. The Superintendent will commence the public comment on the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act ("ABRA") for each of the three district schools for the 2018-19 school year. ([Attachment # S-2](#)) NJ DOE SCHOOL SELF-ASSESSMENT FOR DETERMINING GRADES UNDER THE ABRA FOR THE 2018-19 SCHOOL YEAR
  - a. Open Public Comment
  - b. Public Comment
  - c. Close Public Comment

The Superintendent recommends approval of the submission of the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act ("ABRA") for each of the three district schools for the 2018-19 school year.

#### **BUILDINGS AND GROUNDS**

#### **CURRICULUM AND INSTRUCTION**

1. The Superintendent recommends approval of reimbursable expenses in accordance with Policy #6471/Regulation #6471. ([Attachment # C-1](#)). REIMBURSABLE EXPENSES
2. **The Superintendent recommends approval of the Clinical Affiliation Agreement between the Colts Neck Township School District and Rutgers Biomedical and Health Sciences Occupational Therapy Assistant Program which confirms the supervised clinical experience of MaryKate Cotter during the 2019-20 school year. Ms. Cotter's field observation, under the supervision of Chelsea McGowan, Occupational Therapist at Cedar Drive Middle School, was approved at the June 19, 2019 Regular Meeting.** CLINICAL AFFILIATION AGREEMENT FOR OCCUPATIONAL THERAPY ASSISTANT CLINICAL EXPERIENCE

#### **FINANCE**

1. The Superintendent recommends approval of the revised rates from Horizon Blue Cross Blue Shield of New Jersey for medical insurance, effective January 1, 2020 through December 31, 2020, as contained in the attached rate sheet. ([Attachment # F-1](#)) MEDICAL INSURANCE WITH HORIZON BCBS OF NJ

2. The Superintendent recommends approval of the Bill List dated October 16, 2019 in the amount of \$2,518,255.81. **BILL LIST**

## POLICY

1. The Superintendent recommends approval of the adoption of the following policies and regulations, as indicated below: ([Attachment # P-1](#)) **ADOPTION OF POLICY AND REGULATION**

Policy 1642	Earned Sick Leave Law
Regulation 1642	Earned Sick Leave Law

## NEGOTIATIONS

## TRANSPORTATION

## PERSONNEL

1. The Superintendent recommends approval of the employment of the following individual for the 2019-20 school year, as indicated below: **EMPLOYMENT: INSTRUCTIONAL ASSISTANT**

Name	Position/Location	Effective Dates	Hours/Number of Days/ Step/Hourly Rate/Salary
Debbie Boylan* (Replacing Rebecca Loniewski, who resigned)	Instructional Assistant Conover Road Primary School	11/01/19 – 6/30/20	6.75 Hours Daily 184 Days Step 8, \$14.96 Per Hour \$18,580 Per Annum, Prorated

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

2. The Superintendent recommends approval of the employment of the following individual for the 2019-20 school year, as indicated below: **EMPLOYMENT: CUSTODIAN**

Name	Position/Location	Effective Dates	Step/Salary
Michael Ortiz* (Replacing Louvena Alfred)	Custodian Conover Road Elementary School	11/01/19 – 6/30/20	Step 12 \$40,732 Per Annum, Prorated (\$39,832 Base + \$900 Stipend)

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

3. The Superintendent recommends approval of the amending of the resolution, adopted at the August 28, 2019 Regular Meeting, approving the appointment of Jennifer Sokolowski as a Long-Term Substitute Instructional Assistant during the 2019-20 school year, at an hourly rate of \$12.25, as indicated below: **AMENDED RESOLUTION: LONG-TERM SUBSTITUTE INSTRUCTIONAL ASSISTANT**

From	To
Effective Dates	Effective Dates
9/05/19 - 2/28/19	9/05/19 - 10/17/19

4. The Superintendent recommends approval of a medical disability leave for each of the following staff members, as indicated below:

MEDICAL DISABILITY  
LEAVES

Name/Position/Location	Effective Dates	Medical Disability Leave
Joanne Oates Instructional Assistant Conover Road Primary School	9/27/19 - 10/22/19	FMLA – Paid With healthcare benefits (Using Sick Days from 9/27/19 through 10/22/19)
Robert Desiderio Maintenance Worker Districtwide	10/01/19 - 10/14/19  & 10/15/19 - <del>10/16/19</del>	NonFMLA - Paid with healthcare benefits (Using Sick and Personal Days from 10/01/19 through 10/14/19)  Unpaid
Allison Costa Special Education Teacher Conover Road Primary School	1/28/20 - 4/23/20	FMLA – With healthcare benefits <ul style="list-style-type: none"> <li>• Paid Using Sick Days and Personal Days from 1/28/20 through 3/13/20</li> <li>• Unpaid from 3/16/20 through 4/23/20</li> </ul>

5. The Superintendent recommends approval of a childcare leave for the following staff member, as indicated below:

CHILDCARE LEAVE

Name/Position/Location	Effective Dates	Childcare Leave
Allison Costa Special Education Teacher Conover Road Primary School	4/24/20 - 6/30/20	FMLA/NJFLA – Unpaid With Healthcare Benefits

6. The Superintendent recommends approval of the amending of the resolution, adopted at the September 18, 2019, approving the medical disability leave for Gayle Ostic, Computer Application Support Specialist at Conover Road Elementary School, as indicated below:

AMENDED  
RESOLUTION:  
MEDICAL DISABILITY  
LEAVE

Effective Dates		Medical Disability Leave
From	To	
10/18/19 - 11/08/19	10/16/19 - 11/08/19	FMLA – Paid With healthcare benefits (Using Sick Days from 10/16/19 through 11/08/19)

7. The Superintendent recommends approval of the appointment of the following Cedar Drive Middle School staff members to serve as advisors to the Cedar Drive Middle School Fall After-School Intramural Program for the 2019-20 school year, once a week, at an hourly rate of \$46, with each session to run ninety (90) minutes, at an amount not to exceed \$69 per session, as indicated below:

CDMS  
AFTER-SCHOOL FALL  
INTRAMURAL  
PROGRAM  
ADVISORS

Name	Activity♦	Number of Sessions	Total Amount Not To Exceed
Laura Pavlicek	Morning Announcements	7	\$483
E. Marc Coe	Advanced Robotics	7	\$483
AnnaRita DiMeo-Dragonetti	Italian Cafe	7	\$483
Carrie Zanyor	Eco-Explorers	7	\$483
Joseph Truisi	Speed Ball	7	\$483

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

8. The Superintendent recommends approval of the appointment of the following Cedar Drive Middle School staff members to serve as chaperones for the following Cedar Drive Middle School event, at an amount not to exceed \$80 for each staff member, as indicated below:

CEDAR DRIVE  
MIDDLE SCHOOL  
CHAPERONES

Name	Event	Date
Kathleen Godlesky	Student Council Dance	October 24, 2019
Jodi Richards	Student Council Dance	October 24, 2019
Joseph Truisi	Student Council Dance	October 24, 2019
Carrie Zanyor	Student Council Dance	October 24, 2019

9. The Superintendent recommends approval of additional pay to the following Instructional Assistants to accompany students participating in the SUSHI Club at Conover Road Elementary School during the 2019-20 school year, as indicated below:

ADDITIONAL PAY:  
INSTRUCTIONAL  
ASSISTANTS

Name/Location	Step/Hourly Rate	Total Number of Hours Not to Exceed	Total Amount Not to Exceed
Andrea Miller Conover Road Elementary School	Step 14 \$18.12 Per Hour	40	\$725
Deborah Pletcher Conover Road Elementary School	Step 9 \$15.46 Per Hour	40	\$618

10. The Superintendent recommends approval of the appointment of the following individuals to the Substitute Teacher list for the 2019-20 school year, at a salary of \$90 per day on an as needed basis, pending approval of criminal history review.

SUBSTITUTE  
TEACHERS:  
2019-20 SCHOOL  
YEAR

Name	Certification
Mark Juffey	School Counselor
Kimberly Seminerio	Elementary School Teacher
Jacob Simon	Pending Substitute Credential
Stacey Surguy	Pending Substitute Credential

11. The Superintendent recommends approval of additional pay to the following staff member to accompany a student participating in the Conover Road Elementary School Intramural Program during the 2019-20 school year, as indicated below:

ADDITIONAL PAY:  
INSTRUCTIONAL  
ASSISTANTS

Name/Location	Step/Hourly Rate	Total Number of Hours Not to Exceed	Total Amount Not to Exceed
Marissa Ragusa Conover Road Elementary School	Step 2 \$13.16 Per Hour	7	\$92

12. The Superintendent recommends approval of a medical disability leave for the following staff member, as indicated below:

MEDICAL DISABILITY  
LEAVE

Name/Position/Location	Effective Dates	Medical Disability Leave
Amanda Capone Special Education Teacher Cedar Drive Middle School	1/13/20 - 2/20/20	FMLA – Paid (Using Sick and Personal Days from 1/13/20 through 2/20/20)

13. The Superintendent recommends approval of a childcare leave for the following staff member, as indicated below:

CHILDCARE LEAVE

Name/Position/Location	Effective Dates	Childcare Leave
Amanda Capone Special Education Teacher Cedar Drive Middle School	2/21/20 - 5/22/20	FMLA/NJFLA – Unpaid

14. The Superintendent recommends approval of a contractual leave for the following staff member, as indicated below:

CONTRACTUAL  
LEAVE

Name/Position/Location	Effective Dates	Contractual Leave
Amanda Capone Special Education Teacher Cedar Drive Middle School	5/25/20 - 6/30/20	Unpaid

## NEW BUSINESS/WORK SESSION AGENDA

### COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS

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

Item #	To Discuss* (agenda to the extent known)
1	Negotiations
2	Personnel
3	Legal
4	Individual Privacy
5	Security
6	Investments/Property Acquisition
7	Litigation

Defined as excluded from the requirements of the Open Public Meetings Act, further it is anticipated that such discussion may be disclosed upon resolution.

*\*Per list of exceptions set forth in N.J.S.A. 10:4-12(b).*

## ADJOURNMENT

REFERENCE SHEET	
Attachment # S-1	Enrollment, Fire/Security Drills and Student Suspensions as of September 30, 2019
Attachment # S-2	NJ DOE School Self-assessment For Determining Grades Under The Abra For The 2018-19 School Year
Attachment # C-1	Reimbursable Expenses
Attachment # F-1	Revised medical rates from Horizon Blue Cross Blue Shield of New Jersey, effective January 1, 2020 through December 31, 2020
Attachment # P-1	Adoption of Policy and Regulation

BOARD MEETINGS*			
January 23, 2019	April 3, 2019♦	June 19, 2019	October 16, 2019
February 6, 2019	April 17, 2019	August 7, 2019	November 6, 2019
February 20, 2019	May 1, 2019	August 21, 2019	November 20, 2019
March 6, 2019	May 15, 2019	September 18, 2019	December 11, 2019
March 18 2019	June 5, 2019♣	October 2, 2019	@ 6:00 p.m.
January 7, 2020 (Organization Meeting @ 6:00 pm)			

\* All Regular Board Meetings will be held at 7:00 p.m. in the Board Room of the Administration Building at 70 Conover Road, unless otherwise noted and advertised.

♦ Cedar Drive Middle School Gymnasium

♣Conover Road Primary School



<b>NOTEWORTHY DATES</b>	
October 21	Full Session Day – Parent/Teacher Conferences (Evening)
October 22	Short Session Day – Parent/Teacher Conferences (Afternoon)
October 23	Short Session Day – Parent/Teacher Conferences (Afternoon)
October 24	Short Session Day – Parent/Teacher Conferences (Afternoon)
October 25	Short Session Day – Students and Staff
November 7-8	NJEA Convention – Schools/Central Office Closed
November 27	Short Session Day for Students and Staff
November 28-29	Thanksgiving Recess – Schools/Central Office Closed
December 20	Short Session Day for Students and Staff (Winter Recess Begins at End of Day)
December 23-31	Winter Recess – Schools/Central Office Closed
<b>2020</b>	
January 1	New Year's Day – Schools/Central Office Closed
January 2	Schools Reopen for Students and Staff
January 20	Martin L. King's Birthday – Schools/Central Office Closed
February 14	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
February 17	Presidents' Day – Schools/Central Office Closed
February 26	Short Session Day – Parent/Teacher Conferences (Afternoon)
February 27	Full Session Day – Parent/Teacher Conferences (Evening)
February 28	Short Session Day for Students & Staff
April 8	Short Session Day for Students and Staff (Spring Recess Begins at End of Day)
April 9 - 17	Spring Recess – Schools/Central Office Closed
April 20	Schools Reopen
May 22	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
May 25	Memorial Day – Schools/Central Office Closed
June 22	Full Session Day for Staff; Short Session Day for Students
June 23	Short Session Day for Students & Staff CDMS Graduation
June 24	Short Session Day for Students & Staff Last Day of School