

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.*

MINUTES: For the Public Hearing on the Proposed Budget for the 2020-21 School Year and Regular Meeting of the Board of Education, **May 4, 2020**, at 7:00 p.m. held remotely through telephonic and internet technology via YouTube. Directions will be posted on the district's website at www.coltsneckschools.org

CALL TO ORDER

President Gizzo called the meeting to order at approximately 7:30 p.m.

ROLL CALL

ROLL CALL

Board Members Present: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

Board Member Absent: Kimberly Raymond

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 14, 2020, to 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 and Marian Castner Read the Mission Statement.

APPROVAL OF MINUTES

APPROVAL OF
MINUTES

None

PRESENTATION

PRESENTATION

1. Superintendent MaryJane Garibay and School Business Administrator Vincent Marasco conducted the Public Hearing presentation on the Proposed Budget for the 2020-2021 School Year. The User-Friendly budget and this presentation is made available on the District website within forty-eight (48) hours after adoption of the '20-21 Proposed Budget.

COMMUNICATIONS

COMMUNICATIONS

None

COMMENTS FROM ATTENDING CONSTITUENTS – Agenda Items Only

COMMENTS

None

REPORT OF PRESIDENT – Kathryn Gizzo

PRESIDENT'S
REPORT

- President Gizzo reminded all that it is Teacher Appreciation Week; on behalf of the entire Board of Education she wished a sincere 'Thank You' to all of the wonderful Colts Neck Teachers for their compassion and commitment to the learning and well-being of the students.on behalf of the entire Board of Education.
- Based on conversations with Dr. Garibay, it is being recommended that the June 3, 2020 Regular Meeting be changed to June 9, 2020. There was no objection to the rescheduling of the meeting; it shall be duly advertised..

COMMITTEE REPORTS

COMMITTEE
REPORTS

Buildings & Grounds/Safety & Security Committee:

Chairperson: Kevin O'Connor

Committee Members: Marian Castner, Kathryn Gizzo, Michael Taylor

Administrator: Vincent Marasco

- Kevin O'Connor reported that the committee met on April 24th.
- Noted the award of the contract for the CDMS Electrical Upgrades and Main switchgear Replacement project is on the agenda this evening.
- Discussed the ESIP process and the impact that the health-related pandemic has on the energy audit timeline..
- During the school closure the district has been able to complete several projects including: re-paving of the Conover Road Elementary School parking lot, catch-basin and asphalt repairs, cdms roof repair (weight room), crps greywater tank cleaning.
- Reviewed Alyssa's Law and discussed the district's compliance with same.

- Continued discussions on the current and potential impact of the health-related pandemic specifically regarding bus implications.
- Tennis Courts and Basketball Courts replacement project at CDMS was discussed.

Communications Committee:

Chairperson: Danielle Alpaugh
Committee Members: Marci Klein, Kevin O'Connor, Rebecca Roberts
Administrator: Terry Pilitzer

- Danielle Alpaugh reported that the committee is scheduled to meet May 6th.

Curriculum Committee:

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

- Dr. Garibay reported that the committee met on April 29th; minutes are forthcoming.
- Discussed reflections on remote learning and provisions for our students identified for enrichment and basic skills.

Finance/Negotiations Committee:

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

- Kathryn Gizzo reported that the committee met on April 27th.
- Continued evaluation of the school closure and its impact on the current years' budget.
- Reviewed and discussed the 2020-21 Budget on the agenda this evening for approval.
- Noted that Mr. Marasco has provided an update that the district will be receiving Federal Impact Aid funds.
- Committee is continuing its negotiation process with the CNTAA and TWU.

Policy Committee:

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

- Jacquelyn Hoagland reported that the committee met on April 23rd.
- Continued review and revision of Board Policy on remote participation; although first reading on agenda this evening, it will be tabled due to further corrections needed.
- Discussed the job descriptions on the agenda this evening for approval and the

necessity for their amendment.

Board Member Liaisons:

Marci Klein Colts Neck PTO
Kevin O'Connor Colts Neck Township Committee

Marci Klein, Liaison to the Colts Neck PTO reported:

- No meetings to her knowledge; no report

Kevin O'Connor, Liaison to the Colts Neck Township Committee reported:

- Township met April 29th; Township has decided not to extend the grace period of municipal taxes to June 1st as per the Order signed by the Governor.
- Township Council discussed the budget; moving forward for approval.

SUPERINTENDENT'S REPORT

Dr. Garibay reported:

- Reiterated that this week is Teacher Appreciation; Thanked our wonderful teachers.
- May is Mental Health Awareness; staff is available for anyone in need.
- Governor Murphy announced closure of schools for the remainder of the 2019-20 school year; administration will now discuss how the district will address the closure and teachers and students removing items from schools as well as the steps for re-opening..
- Looking forward to getting more information from the NJDOE on summer programs.
- Noted that the Board is approving two goals which center around the reopening of school. These goals were discussed at the last BOE meeting.
- As per Jackie Hoagland, the Remote Participation Bylaw will be tabled tonight for further correction.

INFORMATION ITEMS:

None

ACTION ITEMS:

1. It was moved by Kathryn Gizzo, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the following Board goals for the 2019-20 school year, as indicated below:

APPROVAL OF BOARD
GOALS FOR THE
2019-20 SCHOOL
YEAR

1. To ensure the development and implementation of a comprehensive plan for the reopening of the Colts Neck Township Schools after the public health-related school closure that addresses the health, safety, academic, social, and emotional needs of all students and staff, sanitation of District facilities, and an assessment of the impact on District finances.
2. To enhance the District's annual preparedness and emergency planning in

accordance with 6A:16-5.1 School Safety and Security Plans to include best practices during a required school closure and experience gained from remote learning during the 2020 public health-related school closure .

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

BUILDINGS AND GROUNDS

None

CURRICULUM AND INSTRUCTION

1. It was moved by Marian Castner, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the amending of the resolution, adopted at the September 18, 2019 Regular Meeting, approving the appointment of the following staff member to serve as a mentor for Michelle Corrao, Interim Teacher of Kindergarten at Conover Road Primary School for the 2019-20 school year, as indicated below:

AMENDED
RESOLUTION:
2019-20 SCHOOL
YEAR MENTOR

Mentor/Position/Location	From	To
	Stipend Effective Dates	Stipend Effective Dates
Kristin Lamm Teacher of Kindergarten Conover Road Primary School	\$550, prorated* 9/01/19 - 2/28/20	\$550 9/01/19 - 6/30/20

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

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

FINANCE

1. It was moved by Jacquelyn Hoagland, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the following resolution:

ADOPTION OF THE
2020-21 SCHOOL
BUDGET AND TAX
LEVY

WHEREAS, the Colts Neck Board of Education adopted a Tentative Budget on March 17, 2020 to be submitted to the Executive County Superintendent of Schools for

approval, and

WHEREAS, the Tentative Budget was approved by the Executive County Superintendent of Schools on April 14, 2020; and

WHEREAS, the Tentative Budget was advertised in the legal section of the Asbury Park Press on May 1, 2020; and

WHEREAS, the Tentative Budget was presented to the public during a public hearing on May 4, 2020; and

WHEREAS, the total amount of the budget for General Fund Expenses shall be \$25,250,310 of which \$22,719,155 shall be raised by tax levy; and

WHEREAS, the total amount of the budget for Special Revenue Fund Expense shall be \$246,679, of which \$0.00 shall be raised by tax levy, and

WHEREAS, the total amount of the budget for Debt Service Expense shall be \$1,672,750, of which \$1,672,071 shall be raised by tax levy.

NOW THEREFORE, BE IT RESOLVED that the Colts Neck Board of Education hereby adopts the 2020-2021 School Year budget and,

BE IT RESOLVED that there should be raised for the General Funds \$22,719,155 for the ensuing School Year (2020 - 2021) and

BE IT RESOLVED that there should be raised for Debt Service Funds, \$1,672,071, for the ensuing School Year (2020 - 2021).

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

2. It was moved by Jacquelyn Hoagland, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the following resolution:

WHEREAS, In accordance with Public Schools Contract Law, N.J.S.A. 18A:18A-1, et seq., the Colts Neck Board of Education (hereinafter referred to as the "Board") advertised for bids for the Electrical Power System – Main Gear Replacement and Electrical Upgrades at Cedar Drive Middle School (hereinafter "the Project"), in the Township of Colts Neck, Monmouth County, New Jersey, Bid No. FVHD Project #5221;

AWARD OF
CONTRACT - MJF
ELECTRICAL
CONTRACTING &
MAINTENANCE, INC.

WHEREAS, on April 28, 2020, the Board received twelve (12) bids for the above Project, as reflected on the attached bid tabulation sheet; and ([Attachment # F-1](#));

WHEREAS, such bids were subsequently duly reviewed by the Board's attorney, the architectural firm of Fraytak, Veisz, Hopkins, Duthie, P.C.; and Business Administrator;

WHEREAS, there are sufficient funds for the award of Contract for the Project;

NOW, THEREFORE, BE IT RESOLVED that the Colts Neck Board of Education deems the following contractor the lowest responsible and responsive bidder in all material respects and hereby awards the following contract respectively for a total amount of \$357,000.00:

Single Overall Contract : Electrical Power System & Main Gear Replacement and Upgrades

MJF Electrical Contracting & Maintenance, Inc.
130 South Pennsylvania Ave.
Morrisville, PA 19053

Base Bid		\$305,000.00
Alt. Bid No. 1	Emergency Power to Existing Fire Pump	\$ 16,500.00
Alt. Bid No. 2	Panelboard Equipment Replacement	\$ 15,000.00
Alt. Bid No. 3	Panelboard Equipment Replacement	\$ 20,500.00

BE IT FURTHER RESOLVED that the Colts Neck Township Board of Education's Administrative staff and Professionals take any and all action necessary to effectuate the purposes of the Board's resolution in this matter.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

3. It was moved by Jacquelyn Hoagland, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the withdrawal of \$357,000.00 from Capital Reserve funds to Budgetary Account 12-000-400-450-030-262-0, for the Electric Power System & Main Gear Replacement and Upgrades at Cedar Drive Middle School in accordance with N.J.S.A. 6A:23A-14.1(h)3., and further authorizes the School Business Administrator and/or designee to make any amendments to the district's Long Range Facility Plan in connection with this project.

WITHDRAWAL OF
CAPITAL RESERVE
FUNDS

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

POLICY

1. The Superintendent recommends approval of the first reading of the following bylaw, as indicated below:

Bylaw 0160.1	Public and Executive Sessions
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This item was tabled by President Kathryn Gizzo.

2. It was moved by Danielle Alpaugh, seconded by Marci Klein and carried on a unanimous roll call vote to approve the amending of the following job descriptions for the 2020-21 school year, as indicated below:

ADOPTION OF
AMENDED JOB
DESCRIPTIONS FOR
2020-21 SCHOOL
YEAR

Assistant Principal (Replaces Assistant Principal-Middle School)
Director of Curriculum & Instruction
Network Engineer

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

3. It was moved by Danielle Alpaugh, seconded by Marci Klein and carried on a unanimous roll call vote to approve the following job description for the 20-21 school year as indicated below:

ADOPTION OF JOB
DESCRIPTION FOR
2020-21 SCHOOL
YEAR

Supervisor of Student Information Systems, Innovation and 21st Century Learning (Replaces Communications and Technology Coordinator)

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

4. It was moved by Danielle Alpaugh, seconded by Marci Klein and carried on a unanimous roll call vote to approve the abolishment of the following job descriptions, as indicated below:

ABOLISHMENT OF
JOB DESCRIPTIONS

Communications and Technology Coordinator
Assistant Principal-Middle School

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

NEGOTIATIONS

None

TRANSPORTATION

None

PERSONNEL

1. It was moved by Rebecca Roberts, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the employment and salaries of certificated administrators for the 2020-21 school year, as indicated below:

CERTIFICATED
ADMINISTRATORS:
2020-21 SCHOOL
YEAR

Name	Position	Location	Salary*
Richard Beck, Ph.D.	Director of Special Services	Administration Building	\$147,934
Erica Reynolds	Director of Curriculum & Instruction	Administration Building	\$131,328
Colin Rigby	Principal	Cedar Drive Middle School	\$160,892
James Osmond	Principal	Conover Road Elementary School	\$149,680
Tricia Barr	Principal	Conover Road Primary School	\$156,176
Merri Milano	Assistant Principal-Middle School	Cedar Drive Middle School	\$109,593

*Salaries remain the same pending the outcome of negotiations.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

2. It was moved by Rebecca Roberts, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the employment and salaries of certificated staff members for the 2020-21 school year. ([Attachment #P-1](#))

2020-21 SALARIES:
CNTEA
CERTIFICATED
STAFF MEMBERS

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

3. It was moved by Rebecca Roberts, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the reassignment of the following staff members for the 2020-21 school year as indicated below:

REASSIGNMENTS OF
CERTIFICATED STAFF
FOR 20-21 SCHOOL
YEAR

Name	From	To
	Position/Location	Position/Location
Allison Klacik (Replacing Pamela Isola)	Elementary School Teacher Grade 3 Conover Road Elementary School	TIP Teacher-Literacy Conover Road Elementary School
Kathryn Green (Position reallocated)	TIP Teacher-Mathematics Conover Road Elementary School (Position moved to Grade 3)	Elementary School Teacher Grade 3 Conover Road Elementary School
Mary Kate Shatkus (Position reallocated)	Elementary School Teacher (.5) Special Education Teacher (.5) Grade 5 Conover Road Elementary School	Elementary School Teacher (.5) Special Education Teacher (.5) Grade 4 Conover Road Elementary School
Anne Murphy (Position reallocated)	Elementary School Teacher (.5) Special Education Teacher (.5) Grade 5 Conover Road Elementary School	Elementary School Teacher (.5) Special Education Teacher (.5) Grade 4 Conover Road Elementary School
Jennifer Fisahn (Position reallocated)	Special Education Teacher (.2) Cedar Drive Middle School Behavior Analyst (.8) Conover Road Elementary School	Special Education Teacher (.20) Cedar Drive Middle School Behavior Analyst Conover Road Elementary School (.50) Cedar Drive Middle School (.30)

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

4. It was moved by Rebecca Roberts, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the reassignment and transfer of the following staff members for the 2020-21 school year as indicated below:

REASSIGNMENTS AND
TRANSFERS OF
CERTIFICATED STAFF
FOR 20-21 SCHOOL
YEAR

Name	From	To
	Position/Location	Position/Location
Pamela Isola (Replacing Katherine Librizzi)	TIP Teacher/Literacy Conover Road Elementary School	Teacher of Kindergarten Conover Road Primary School
Katherine Librizzi (Replacing Allison Klacik)	Teacher of Kindergarten Conover Road Primary School	Elementary School Teacher Grade 3 Conover Road Elementary School
Brian J. Willis	Teacher of Music (.70) Conover Road Primary School Teacher of Music (.30) Cedar Drive Middle School)	Teacher of Music (.60) Conover Road Elementary School Teacher of Music (.40) Cedar Drive Middle School

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

5. It was moved by Rebecca Roberts, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the transfer of the following staff member for the 2020-21 school year as indicated below:

TRANSFER OF
CERTIFICATED STAFF
FOR 20-21 SCHOOL
YEAR

Name	From	To
	Position/Location	Position/Location
Jennifer Klein (Position reallocated)	Special Education Teacher Conover Road Elementary School	Special Education Teacher Cedar Drive Middle School

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca

Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

NEW BUSINESS/WORK SESSION AGENDA

- Marian Castner, Board Member, suggested that an Ad Hoc Committee be established to deal with issues related to reopening of schools. Discussion ensued and it was decided that an Ad Hoc Committee would be established. The following Board Members volunteered to serve on the committee: Marian Castner, Danielle Alpaugh, Jacquelyn Hoagland and Kathryn Gizzo.

COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS

None

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

No Executive Session was held.

ADJOURNMENT

It was moved by Marian Castner, seconded by Michael Taylor and carried on a unanimous roll call vote to adjourn the meeting.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kimberly Raymond

REFERENCE SHEET	
Attachment F-1	Bid Tabulation Sheet
Individual File	Bylaw 0160.1 - Public and Executive Sessions
Individual Files	Job Descriptions for Assistant Principal, Director of Curriculum & Instruction, Network Engineer and Supervisor of Student Information Systems, Innovation and 21st Century Learning
Attachment # R-1	Salaries of Certificated Staff Members for the 2020-21 School Year

BOARD MEETINGS*			
January 22, 2020	April 1, 2020	June 17, 2020	September 16, 2020
February 5, 2020	April 22, 2020	June 30, 2020 @ 6:00 p.m.	October 7, 2020

February 19, 2020	May 4, 2020	August 5, 2020	October 28, 2020
March 4, 2020	May 20, 2020	August 19, 2020	November 11, 2020
March 17, 2020	June 3, 2020	September 2, 2020	November 23, 2020
December 16, 2020 @ 6:00 pm		January 6, 2021 @ 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 at 70 Conover Road, unless otherwise noted and advertised.

NOTEWORTHY DATES	
2020	
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

Respectfully Submitted,

Vincent S. Marasco

Vincent S. Marasco

Business Administrator/Board Secretary