

**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 Meeting of the Board of Education, **December 16, 2020**, at 6:00 p.m. via Webex.
Directions will be posted on the district's website at www.coltsneckschools.org

CALL TO ORDER

President Gizzo called the meeting to order at 6:09 p.m..

ROLL CALL

ROLL CALL

Board Members Present: Marian Castner, Kevin O'Connor, Kimberly Raymond, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

Board Members Absent: Jacquelyn Hoagland and Marci Klein

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, 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 and Rebecca Roberts read the Mission Statement.

APPROVAL OF MINUTES

MINUTES

None

Marci Klein arrived at 6:15 p.m. and Jacquelyn Hoagland arrived at 6:29 p.m.

COMMUNICATIONS

COMMUNICATIONS

Date	From	To	Attachment#
11/30/20	Colts Neck Township Education Association	Colts Neck Board of Education	CM-1
11/30/20	Colts Neck PTO Board	Colts Neck Board of Education	CM-2
9/25/20	Italian American Committee on Education ("IACE")	Cedar Drive Middle School Attn: AnnaRita Dragonetti	CM-3
12/06/20	Constituent	Colts Neck Board of Education	N/A

COMMENTS FROM ATTENDING CONSTITUENTS – Agenda Items Only

COMMENTS

None

REPORT OF PRESIDENT – Mrs. Kathryn Gizzo

PRESIDENT'S
REPORT

Kathy Gizzo reported as follows:

- Noted this is the last Board meeting of the year; Thanked the entire school community for their patience and understanding and working together to negotiate these extreme challenges we are all facing.
- Extended a special thank you and congratulations to the three (3) Teachers of the Year and three (3) Educational Service Professionals for their outstanding work and commitment to the mission of our district.
- Recognized Board Members, Michael Taylor and Rebecca Roberts for their service to the district, thoughtful approach, professionalism and astute grasp of the challenges faced by the Board and for being problem solvers.
- Noted the Board goals on the agenda this evening for approval.
- Wished all a joyous holiday season and a healthy, less challenging 2021.

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 earlier this week; minutes are forthcoming and will report out at the next BOE meeting.

Communications Committee:

Chairperson: Danielle Alpaugh

Committee Members: Marci Klein, Kevin O'Connor, Rebecca Roberts

Administrator: Philip J. Capasso III

- Danielle Alpaugh reported that the committee met earlier today.
- Finalized and approved the Newsletter; thanked Phil Capasso for all his hard work.
- Preliminary discussion on parent engagement aspect.
- Next meeting is scheduled for January 11th.

Curriculum Committee:

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

- Kimberly Raymond reported that the committee met on December 9th.
- Topics of discussion included assessment calendar and NJSLA (calendar has been posted on district website), update on remote learning and opportunities to increase synchronous learning as much as possible, Title I before and after school programs, 2021-022 budget (Math programs).
- Next meeting is scheduled for December 22nd at 9:15 a.m.

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

- Kathy Gizzo reported that the committee met on December 10th.
- Three topics of discussion included 2021-22 budget planning, PreK and Colts Club enterprise funds (currently running at an operational loss of \$150,000 in PreK and \$8,200 in Colts Club), and the transition from Horizon to the School Health Insurance Fund (SHIF) and the newly required NJEHP.
- Noted that the negotiations with the CNTEA are to begin in January 2021.

Kimberly Raymond inquired as to why there is a deficit in the Colts Club Enterprise fund if the program is not running. Mr. Marasco indicated that there is no revenue recognized yet the district approved payment of a stipend to the staff member who oversees the program as well as the purchase of supplies that were made prior to the beginning of the school year. Kimberly Raymond further inquired whether it is the intention of the Committee to recommend that Colts Club be put on hold until the 2021-22 school year or if there is the possibility that it will run in the Spring. Kathy Gizzo indicated that the committee remains in discussions.

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 December 14th.
- Discussed the policy on Remote Public Board Meeting During a Declared

Emergency which is on the agenda this evening for adoption.

- Circled back and reintroduced discussions on the policy on Board Member Use of Social Media. Committee will be looking for feedback from the full Board on this policy.
- Discussed the dissolution of the Ad Hoc Committee for the Reopening of Schools and the establishment of the Ad-Hoc Pandemic Advisory Committee; charter for new Ad-Hoc committee is currently in drafting stages.
- Future meeting to be scheduled.

Ad Hoc School Reopening 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 December 8th; minutes have been made available.
- Discussed the establishment of the Ad-Hoc Pandemic Advisory Committee.
- Additional topics of discussion included scenarios for a 5-day short session opening, winter sports (Basketball and Cheer) at CDMS and synchronous and asynchronous learning at CRPS.M

A full board discussion ensued regarding the status of winter sports and each Board member was afforded the opportunity to provide their perspective on this matter. It was the consensus of the full Board that winter sports should remain suspended.

Board Member Liaisons:

Marci Klein - Colts Neck PTO

- PTO meeting was on December 4th; discussed fundraising opportunities coming this spring, i.e. golf outing and Square One Art.
- PTO is looking for volunteers for Activity Chairs and Co-Chairs.

Kevin O'Connor - Colts Neck Township Committee

- No Report

PRESENTATION

PRESENTATION

1. Mr. John Swisher, Partner of Suplee, Clooney & Company presented the results of the required annual financial audit and provided the 2019-20 Auditor's Management Report and Comprehensive Annual Financial Report (CAFR) to the Board. No formal audit comments or recommendations were reported in the CAFR, such that an 'unmodified' or 'clean' audit opinion has been issued. Mr. Swisher thanked the Business Office for their cooperation and hard work.

SUPERINTENDENT'S REPORT

Dr. Garibay reported as follows:

- Extended her gratitude to Board Members Michael Taylor and rebecca Roberts for their service to the school district, students and community.
- Offered sincere thanks and appreciation to Mr. Marasco and his staff, Kathy Condon, Danielle DeMaio and Laura Toth for all their hard work and their assistance in the lengthy audit process which ultimately led to a clean audit.
- Shared a compilation of the good things which took place in 2020 via a slideshow presentation entitled “2020 Celebration of the Good”. The Presentation will be made available.

INFORMATION ITEMS:

1. Superintendent’s Report on Enrollment, Fire/Security Drills and Student Suspensions for the 2020-21 School Year, as of November 30, 2020. ([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
11/09/20 - 11/30/20	0	0

3. The Superintendent is pleased to announce that the following staff members have been selected as the district’s 2020-21 Governor’s Educator of the Year Program award recipients. The Program honors the following classroom teacher and an educational services professional at each building, as indicated below:

2020-21
GOVERNOR’S
EDUCATOR OF THE
YEAR

Location	Name	Position
Conover Road Primary School	Lisa Mastroianni	Grade 1 Teacher
Conover Road Primary School	Annemarie Delledonne	School Nurse
Conover Road Elementary School	Amy Desmond	Grade 4 Teacher
Conover Road Elementary School	Mary Lou Jennings	School Nurse
Cedar Drive Middle School	Hope Delia	Teacher of Mathematics
Cedar Drive Middle School	Theresa Heyer	School Nurse

Each recipient will receive an award certificate from the New Jersey State Department of Education and will be honored by the Monmouth County Superintendents’ Roundtable on May 20, 2021 at Monmouth University.

4. The Superintendent reported out on all of the acts of violence, vandalism and harassment, intimidation and bullying (“HIB”) for the following period during the 2019-20 school year, as indicated below: ([Attachment # S-2](#))

VIOLENCE,
VANDALISM, AND
HIB REPORT FOR
PERIOD 2 OF THE
2019-20 SCHOOL
YEAR

Reporting Period 2 for the 2019-20 School Year
January 1, 2020 - June 30, 2020

ACTION ITEMS:

1. It was moved by Marian Castner, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the acknowledgement that there is no Superintendent's Action for HIB/Non-HIB incidents as reported at its meeting of November 23, 2020 for the period commencing October 16, 2020 through November 6, 2020, wherein no incidents were reported.

ACKNOWLEDGMENT
OF NO ACTION BY
SUPERINTENDENT

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

No: None

Absent: None

2. It was moved by Marian Castner, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the acceptance of a mini-grant, in the amount of \$10,000 from the Colts Neck PTO during the 2020-21 school year, for the purchase of Medify Air Purifiers for use in classrooms and offices at Conover Road Primary School, Conover Road Elementary School and Cedar Drive Middle School. The addition of the Medify Air Purifiers at these locations will help to maintain the health and wellness of the school community during the COVID-19 pandemic. The district accepts this donation, with gratitude, as it provides additional measures of protection to students and staff against the Corona virus during in-person learning sessions.

ACCEPTANCE OF
PTO MINI-GRANT
FOR THE
PURCHASE OF
MEDIFY AIR
PURIFIERS
2020-21 SCHOOL
YEAR

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

No: None

Absent: None

3. It was moved by Marian Castner, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the acceptance, with gratitude, of a donation from the Italian American Committee on Education ('IACE'), in the amount of \$3,000. Said donation is to be used towards the Italian Language Program at the Cedar Drive Middle School.

DONATION

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

No: None

Absent: None

4. It was moved by Marian Castner, seconded by Jacquelyn Hoagland and carried on a

HEALTH AND
SAFETY

unanimous roll call vote to approve the submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance ("SOA") for the 2020-21 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 Elementary School and Cedar Middle School have been completed.

EVALUATION OF
SCHOOL BUILDINGS
CHECKLIST SOA FOR
THE 2020-21
SCHOOL YEAR

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

No: None

Absent: None

5. It was moved by Marian Castner, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the Eagle Scout Service Project Proposal, submitted by Albert D. Yodakis, Jr., student at Cedar Drive Middle School, for the rehabilitation of the Conover Road Elementary School Basketball Court.

EAGLE SCOUT
PROJECT
PROPOSAL

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

No: None

Absent: None

6. It was moved by Marian Castner, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the following Board goals for the 2020-21 school year, as indicated below:

APPROVAL OF
BOARD GOALS FOR
THE 2020-21 SCHOOL
YEAR

1. Facilities: Develop a funding strategy plan for capital improvement projects as outlined in the Long-Range Facilities Plan.
2. 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.
3. 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.

4. Planning: Complete, implement and monitor the District Strategic Plan initiated in the 2019-2020 academic year.

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

No: None

Absent: None

BUILDINGS AND GROUNDS

None

CURRICULUM AND INSTRUCTION

1. It was moved by Kimberly Raymond, 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, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Kimberly Raymond, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathrn Gizzo

No: None

Absent: None

2. It was moved by Kimberly Raymond, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the following occupational therapy fieldwork placement during the 2020-21 school year, as indicated below:

OCCUPATIONAL
THERAPY
FIELDWORK
PLACEMENT

Student/University Number of Days	Cooperating Staff Member Position/Location	Effective Dates
Kelly Quigley* Salus University Five (5) Days Per Week for Twelve (12) Weeks	Ryan White School Occupational Therapist Conover Road Primary School	1/04/21 - 3/26/21

*Pending criminal history approval.

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

No: None

Absent: None

3. It was moved by Kimberly Raymond, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the amending of the resolution, adopted at the November 11, 2020 Regular Meeting, to include the addition of the following staff member to serve in the Before/After School Remediation/Enrichment Program for the 2020-21 school year, at an hourly rate of \$52, for a total number of hours not to exceed 966, for a total amount not to exceed \$50,232*, as indicated below:

AMENDED
RESOLUTION:
BEFORE/AFTER
SCHOOL
REMEDIATION/
ENRICHMENT
PROGRAM
2020-21 SCHOOL
YEAR

Name	Location	Position
Kathleen Godlesky	Cedar Drive Middle School	Instructor

*Funded by Title I ESEA/ESSA

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

No: None

Absent: None

4. It was moved by Kimberly Raymond, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the appointment of the following staff members to serve as co-mentors for the 2020-21 school year, as indicated below:

MENTORS

New Staff Member Position/Location	Mentors/Position/Location	Effective Dates	Stipend♦♣
Olivia Santarsiero Special Education Teacher* Conover Road Elementary School	Anne Murphy Special Education Teacher (.50) Conover Road Elementary School & MaryKate Shatkus Special Education Teacher (.50) Conover Road Elementary	1/18/21 - 6/30/21	\$850, prorated

*Certificate of Eligibility with Advanced Standing

♦ Pro-rata stipend for mentors working with an employee less than a full year.

♣ Stipend split equally between co-mentors.

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

No: None

Absent: None

FINANCE

1. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a

TRANSFER OF

unanimous roll call vote to approve the transfer of funds for the month of November, 2020 for the 2020-21 school year. ([Attachment # F-1](#)) FUNDS

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

No: None

Absent: None

2. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the Board Secretary's Report as of November 30, 2020. ([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 November 30, 2020 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 November 30, 2020 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, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Kimberly Raymond, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathrn Gizzo

No: None

Absent: None

3. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the Report of the Treasurer of School Monies as of November 30, 2020. ([Attachment # F-3](#)) TREASURER'S REPORT

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

No: None

Absent: None

4. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the Bill List dated December 16, 2020 in the amount BILL LIST
FOOD SERVICE
PAYMENTS

of \$2,009,032.53 and Food Service payments in the amount of \$4,300.00.

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

No: None

Absent: None

5. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the acceptance by the Board of the 2019-20 Comprehensive Annual Financial Report ("CAFR") for the year ending June 30, 2020. CAFR FOR THE
2019-20 SCHOOL
YEAR

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

No: None

Absent: None

6. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the declaration, as surplus, non-usable property of the Colts Neck Board of Education as required by N.J.S.A. 18A:18A-45 and hereby authorizes the Business Administrator to dispose of same in accordance with the statute, said surplus, non-usable property being one (1) 2008 Blue Bird 54 passenger school bus VIN #1BAKFCKH98F252103. DECLARATION OF
NON-USABLE
PROPERTY AS
SURPLUS

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

No: None

Absent: None

7. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the following resolution: WITHDRAWAL OF
ADDITIONAL
CAPITAL RESERVE
WITHDRAWAL -
CDMS ROOF

WHEREAS, on March 6, 2019 the Colts Neck Township Board of Education duly approved the withdrawal of Capital Reserve to fund the CDMS gymnasium roof replacement project in the amount of \$64,584.32; and

WHEREAS, an unpaid Change Order No.1 exists, bringing the total Contract sum to \$75,919.29.

BE IT RESOLVED that the Superintendent recommends approval to withdraw \$11,334.97 from Capital Reserve to fund Change Order No.1; and further authorizes the

School Business Administrator and/or designee to make any amendments to the district's Long Range Facility Plan accordingly.

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

No: None

Absent: None

8. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the Change Order No. 1 for Weatherproofing Technologies, Inc. for an increase to the original contract in the amount of \$11,334.97, for the wood deck replacement of 1,238 sq.ft in connection with the CDMS gymnasium shingle roof replacement project.

CHANGE ORDER
NO. 1 -
WEATHERPROOFIN
G TECHNOLOGIES,
INC.

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

No: None

Absent: None

9. It was moved by Danielle Alpaugh, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the Change Order No. 2 from Comfort Mechanical Inc., for an increase to the original contract in the amount of \$7,794.39, for additional work to remove two existing roof exhaust fans and install insulated patching/roofing, in connection with the HVAC Work at Multi-Purpose Room & Locker Room at Cedar Drive Middle School.

CHANGE ORDER
NO. 2 - COMFORT
MECHANICAL INC.

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

No: None

Absent: None

POLICY

1. It was moved by Michael Taylor, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the suspension of Bylaw 0131, which requires two readings to adopt a bylaw or policy, and further recommends the adoption of Bylaw 0164.6 with one reading to be in compliance with the new emergency regulations regarding remote meetings held during a Governor-declared emergency, N.J.A.C. 5:39-1.1 through 1.7, promulgated by Department of Community Affairs.

SUSPENSION OF
BYLAW 0131 FOR
ADOPTION OF
BYLAW 0164.6

Bylaw 0164.6	Remote Public Board Meeting During a Declared Emergency
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Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Kimberly Raymond, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

2. It was moved by Michael Taylor, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the adoption of the following policies and regulations, as indicated below:

ADOPTION OF
POLICIES AND
REGULATIONS

Policy 2431	Athletic Competition
Regulation 2431.1	Emergency Procedures for Sports and Other Athletic Activity
Policy 7440	School District Security
Regulation 7440	School District Security

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

No: None

Absent: None

NEGOTIATIONS

None

TRANSPORTATION

None

PERSONNEL

1. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the employment of the following individuals for the 2020-21 school year, as indicated below:

EMPLOYMENT:
TEACHERS
2020-21 SCHOOL
YEAR

Name	Position/Location	Effective Dates	Guide/Step Salary
Olivia Santarsiero* (Replacing Christine Cannizzaro, who is being reassigned)	Special Education Teacher Conover Road Elementary School	1/18/21 - 6/30/21	BA Guide Step 2-3 \$56,201 Per Annum,

			Prorated
Donna Perry (Replacing Amandamarie Capone, who resigned)	Special Education Teacher Cedar Drive Middle School	1/01/21 - 6/30/21	MA Guide♦ Step 7 \$69,146 Per Annum, Prorated

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

♦ Pending receipt of official MA transcript.

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

No: None

Absent: None

2. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the amending of the resolution, adopted at October 7, 2020 Regular Meeting, approving the appointment of the following individual for the 2020-21 school year, as indicated below:

AMENDED
RESOLUTION:
LONG-TERM
SUBSTITUTE
TEACHER TO
INTERIM TEACHER
2020-21 SCHOOL
YEAR

Name//Location	From	To
	Position/Salary Effective Dates	Position/Salary Effective Dates
Joanne Chavers Cedar Drive Middle School	Long-Term Substitute Teacher of Innovation Lab/Financial Literacy \$245 Per Day 9/02/20 - 12/23/20	Interim Teacher of Innovation Lab/Financial Literacy BA Guide, Step 1 \$55,701, Prorated 9/01/20 - 1/31/21

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

No: None

Absent: None

3. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the amending of the resolution, adopted at October 7, 2020 Regular Meeting, approving the appointment of the following individual for the 2020-21 school year, as indicated below:

AMENDED
RESOLUTION:
HALF-TIME (.50)
LONG-TERM
SUBSTITUTE
TEACHER OF
COMMUNICATION
ARTS
2020-21 SCHOOL
YEAR

	From	To
	Position/Salary	Position/Salary

Name//Location	Effective Dates	Effective Dates
Lauren Webster Cedar Drive Middle School (Replacing Laura Pavlicek, who is on a leave of absence)	Half-Time (.50) Long- Term Substitute Teacher of Communication Arts \$122.50 Per Day 9/14/20 - 11/30/20	Half-Time (.50) Long- Term Substitute Teacher of Communication Arts \$122.50 Per Day 9/14/20 - 12/15/20

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

No: None

Absent: None

4. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the September 16, 2020 Regular Meeting, for Carole Sussman, Teacher of Mathematics at Cedar Drive Middle School, during the 2020-21 school year, as indicated below:

AMENDED MEDICAL
DISABILITY LEAVE
2020-21 SCHOOL
YEAR

From	To	Leave Type
9/02/20 - 12/31/20	9/02/20 - 1/31/21	Medical Disability-FMLA <ul style="list-style-type: none"> • Paid with Health Care Benefits Using Sick Days from 9/2/20 through 1/31/21

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

No: None

Absent: None

5. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the November 23, 2020 Regular Meeting, for Laura Pavlicek, Teacher of Communication Arts at Cedar Drive Middle School, during the 2020-21 school year, as indicated below:

AMENDED MEDICAL
DISABILITY LEAVE
2020-21 SCHOOL
YEAR

From	To	Leave Type
9/02/20 - 12/15/20	9/02/20 - 1/15/21	Medical Disability-FMLA <ul style="list-style-type: none"> • Paid with Health Care Benefits Using Sick Days from 9/2/20 through 1/15/21

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

Raymond, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathrn Gizzo

No: None

Absent: None

6. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the medical disability leave for each of the following staff members during the 2020-21 school year, as indicated below:

MEDICAL DISABILITY
LEAVE
2020-21 SCHOOL
YEAR

Name/Position/Location	Effective Dates	Medical Disability Leave
Jennifer Stattel Elementary School Teacher Conover Road Primary School	12/03/20 - 1/15/21	Medical Disability Leave/FMLA • Paid with Health Care Benefits Using Sick Days from 12/03/20 through 1/15/21
Joann Holder Bus Driver Transportation Department Lunch-Recess Aide Conover Road Elementary School	12/07/20 12/17/20	Medical Disability Leave/Non-FMLA • Paid using sick days from 12/07/20 through 12/17/20

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

No: None

Absent: None

7. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the medical disability leave for the following staff member during the 2020-21 school year, as indicated below:

MEDICAL DISABILITY
LEAVE
2020-21 SCHOOL
YEAR

Name/Position/Location	Effective Dates	Medical Disability Leave
Sunny Rudko Instructional Assistant Conover Road Primary School	12/01/20 - 1/19/21	Paid With healthcare benefits (Using Sick and Personal Days from 12/01/20 through 1/19/21)

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

No: None

Absent: None

8. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the medical disability leave for the following staff member during the 2020-21 school year, as indicated below:

MEDICAL DISABILITY
LEAVE
2020-21 SCHOOL
YEAR

Name/Position/Location	Effective Dates	Medical Disability Leave
Sheren Ayad Lunch-Recess Aide Conover Road Elementary School	11/16/20 12/14/20	Emergency Paid Sick Leave Act <ul style="list-style-type: none"> • Paid from 11/16/20 through 12/02/20 Contractual Sick Leave <ul style="list-style-type: none"> • Paid using sick days from 12/03/20 through 12/14/20

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

No: None

Absent: None

9. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the leave of absence, as covered by the Family First Corona Response Act ("FFCRA"), for each of the following staff members during the 2020-21 school year, as indicated below:

LEAVE OF ABSENCE
FOR CHILDCARE
UNDER FFCRA
2020-21 SCHOOL
YEAR

Name/Position Location	Effective Dates	Leave for Care for Child
Jennifer Main TEP Teacher-Literacy Conover Road Primary School	12/03/20 - 12/04/20	Emergency Paid Sick Leave Act ("EPSLA")/Emergency Family and Medical Leave Expansion Act ("EFMLEA") <ul style="list-style-type: none"> • Paid leave of absence in accordance with FFCRA for the purposes of child care with pay at two-thirds ($\frac{2}{3}$) the employee's rate of pay (up to \$200 per day)
Sara Campbell Special Education Teacher Cedar Drive Middle School	12/16/20 - 12/23/20	Emergency Paid Sick Leave Act ("EPSLA")/Emergency Family and Medical Leave Expansion Act ("EFMLEA") <ul style="list-style-type: none"> • Paid leave of absence in accordance with FFCRA for the purposes of child care with pay at two-thirds ($\frac{2}{3}$) the employee's rate of pay (up to \$200 per day)
Sheren Ayad Lunch-Recess Aide Conover Road Elementary School	12/15/20 - 12/22/20	Emergency Paid Sick Leave Act ("EPSLA")/Emergency Family and Medical Leave Expansion Act ("EFMLEA") <ul style="list-style-type: none"> • Paid leave of absence in accordance with FFCRA for the purposes of child care with

		pay at two-thirds ($\frac{2}{3}$) the employee's rate of pay (up to \$200 per day)
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Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Kevin O'Connor, Kimberly Raymond, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathrn Gizzo

No: None

Absent: None

10. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the contractual leave of absence for the following staff member during the 2020-21 school year, as indicated below :

CONTRACTUAL
LEAVE

Name/Position/Location	Effective Dates	Contractual Leave
Sheren Ayad Lunch-Recess Aide Conover Road Elementary School	1/04/21 - 1/15/21	Unpaid from 1/04/21 through 1/15/21

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

No: None

Absent: None

11. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the appointment of Carol J. Burtnick, Teacher of Social Studies, as the Cedar Drive Middle School Peer Tutoring Advisor for the 2020-21 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. For the 2020-21 school year, the Peer Tutoring Program will be conducted remotely due to the COVID-19 pandemic until such time as the need to conduct the program remotely no longer exists.

CDMS PEER
TUTORING ADVISOR
AND SUBSTITUTE
PEER TUTORING
ADVISOR FOR
2020-21 SCHOOL
YEAR

It was further moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the appointment of Sara Campbell, Special Education Teacher at Cedar Drive Middle School, as a substitute Cedar Drive Middle School Peer Tutoring Advisor for the 2020-21 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.

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

No: None

Absent: None

12. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the appointment of the following Cedar Drive Middle School staff members to serve as teachers in the Cedar Drive Middle School Homework Improvement Program for the 2020-21 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, as indicated below. For the 2020-21 school year, the Homework Improvement Program will be conducted remotely due to the COVID-19 pandemic until such time as the need to conduct the program remotely no longer exists.

CDMS HOMEWORK
IMPROVEMENT
PROGRAM
TEACHERS FOR THE
2020-21 SCHOOL
YEAR

Grade	Staff Member
Grade 6	Linda Asaro
Grade 7	Karin Londono
Grade 8	Lorraine Garrido

It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the appointment of Sara Campbell, Special Education Teacher at Cedar Drive Middle School, as a substitute teacher in the Cedar Drive Middle School Homework Improvement Program for the 2020-21 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.

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

No: None

Absent: None

13. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the amending of the resolution, adopted at the August 19, 2020 Regular Meeting approving the appointment of Felicia Latrenta, certified teacher, to serve as a home instructor for Student #20250051, at an hourly rate of \$52, for a total number of hours per week not to exceed ten (10), as indicated below:

AMENDED
RESOLUTION:
HOME INSTRUCTION
FOR 2020-21
SCHOOL YEAR

From	To
Effective Dates	Effective Dates
9/08/20 - 1/31/21	9/08/20 - 3/31/21

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

No: None

Absent: None

14. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the appointment of the following individual to the Substitute Teacher list for the 2020-21 school year, at a salary of \$90 per day on an as needed basis, pending approval of criminal history review.

SUBSTITUTE
TEACHERS:
2020-21 SCHOOL
YEAR

Name	Certification
Lorraine Wiley	Teacher of the Handicapped

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

No: None

Absent: None

15. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the employment of the following individual for the 2020-21 school year, as indicated below:

EMPLOYMENT:
INSTRUCTIONAL
ASSISTANT

Name	Position/Location	Effective Dates	Hours/Number of Days/Step/Hourly Rate/Salary
Melanie Hamlett* (Replacing Marissa Ragusa, who was reassigned)	Instructional Assistant Conover Road Elementary School	1/01/21 6/30/21	6.75 Hours Daily 184 Days Step 5 \$13.75 Per Hour \$17,078 Per Annum, Prorated

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

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

No: None

Absent: None

16. It was moved by Rebecca Roberts, seconded by Michael Taylor and carried on a unanimous roll call vote to approve the appointment of the following staff member to serve as a home instructor for Student #20210015 during the 2020-21 school year, at an hourly rate of \$52, for a total number of hours per week not to exceed ten (10), as

HOME
INSTRUCTION:
2020-21 SCHOOL
YEAR

indicated below:

Name/Location	Effective Dates
Suzanne Cooper Cedar Drive Middle School	12/07/20 - 2/05/21

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

No: None

Absent: None

NEW BUSINESS/WORK SESSION AGENDA

- Michael Taylor and Rebecca Roberts both commented on their time on the Board and thanked the entire Board, Dr. Garibay and Mr. Marasco for all their hard work and effort that is put forth everyday. They are grateful to have had the opportunity to work together.
- Jacquelyn Hoagland recognized Mrs. Marino's retirement from the district; had the honor and pleasure of working with Mrs. Marino while on the Policy Committee. Wished her well in her retirement.
- Other Board members also thanked outgoing members and gave well-wishes and thanks for retiring staff members.

COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS

- Al Miller, President of the Monmouth County Schools Boards Association congratulated the newly elected Board members and thanked Mr. Taylor and Mrs. Roberts for their service to the Board. Additionally he reminded the Board to appoint a representative from the Board to the MCSBA. The next meeting is scheduled for February 11th.
- Amy Dimes, PTO President - Echoed the sentiments of Jacquelyn Hoagland on Lori Marino's retirement. She thanked Mrs. Marino for her service to the District and wished her well in her retirement.
- Colleen Wilcox, 256 Heyers Mill Road - requested the Superintendent and the Board's opinion with respect to the assessment calendar that has just been released and whether it is necessary during a time when the inpeson instruction is limited. Dr. Garibay indicated that the Spring Assessments and the NJSLA are State-mandated testing. With respect to the other assessments, they are utilized in the benchmarking process and are helpful when putting students in a growth projection.
- Ruth Ruffman, 40 Minebrook Road - offered her perspective on the winter sports, indicating that it is important to the student's social and emotional wel-lbeing.

ADJOURNMENT

At approximately 7:28 p.m. it was moved by Jacquelyn Hoagland, seconded by Kimberly Raymond and carried on a unanimous roll call vote to adjourn the meeting.

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

No: None

Absent: None

REFERENCE SHEET	
Attachment # CM-1	Correspondence from Colts Neck Township Education Association to Colts Neck Board of Education
Attachment # CM-2	Correspondence from Colts Neck PTO to Colts Neck Board of Education
Attachment # CM-3	Correspondence from Italian American Committee on Education ('IACE') to Cedar Drive Middle School Attn: AnnaRita Dragonetti
Attachment # S-1	Enrollment, Fire/Security Drills and Student Suspensions as of November 30, 2020
Attachment # S-2	Report on Acts of Violence, Vandalism and Harassment, Intimidation and Bullying ("HIB") for the following Period 2 of the 2019-20 School Year
Attachment # C-1	Reimbursable Expenses
Attachment # F-1	Transfers for the Month of November, 2020
Attachment # F-2	Board Secretary's Report as of November 30, 2020
Attachment # F-3	Treasurer's Report as of November 30, 2020
Individual Files	Adoption of Bylaw, Policies and Regulations

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	July 22, 2020	September 2, 2020
March 4, 2020	May 20, 2020	August 5, 2020	October 28, 2020
March 17, 2020	June 9, 2020	August 19, 2020	November 11, 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	
December 23	Short Session Day for Students & Staff (Winter Recess Begins at the End of Day)
December 24-31	Winter Recess – Schools/Central Office Closed
2021	
January 1	New Year's Day – Schools/Central Office Closed
January 4	Schools Reopen for Students and Staff
January 18	Martin L. King's Birthday – Schools/Central Office Closed
February 11	Short Session Day for Students; Full Day for Staff with In-Service After Student Dismissal
February 12-15	Presidents' Weekend – Schools/Central Office Closed
February 24	Short Session Day – Parent/Teacher Conferences (Afternoon)
February 25	Short Session Day – Parent/Teacher Conferences (Afternoon & Evening)
February 26	Short Session Day for Students & Staff
March 26	Short Session Day for Students and Staff (Spring Recess Begins at the End of Day)
March 29 - April 5	Spring Recess – Schools/Central Office Closed
April 6	Schools Reopen
May 28	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
May 31	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; Last Day of School - CDMS Graduation

Respectfully Submitted,

Vincent S. Marasco

Vincent S. Marasco
Business Administrator/Board Secretary