

**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.

**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.

**COLTS NECK SCHOOL DISTRICT GOALS
2020-21 SCHOOL YEAR**

- Goal #1 - STUDENT ACHIEVEMENT: Identify and implement research-based practices to address student achievement gaps associated with the COVID-19 pandemic.
- Goal #2 - WELLNESS: Support and maintain the health of the school community.
- Goal #3 - FINANCE AND FACILITIES: Allocate and design summer enrichment / academic programs to implement for all students to address pandemic-related academic regression within the current 20-21 school year and within the development of the '21-22 school budget. Continue to address key facilities needs as a result of 2015 Comprehensive Facilities Study and post referendum defeats by selecting critical projects for '20-21 budget and alternative funding options, including an Energy Saving Improvement Plan.
- Goal #4 - TECHNOLOGY: Continue to implement the use of instructional technology in accordance with ISTE Standards.

MINUTES: For the Meeting of the Board of Education, **March 3, 2021**, at 7:00 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 7:02 p.m.

ROLL CALL

ROLL CALL

Board Members present: Marian Castner, Jacquelyn Hoagland, Tracy Kramer, Kevin O'Connor, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

Board Members Absent; Marci Klein and 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 10, 2021, notice of which has been filed with the Deputy Clerk for Colts Neck Township and the requirements of posting of notices have been met.

FLAG SALUTE

FLAG SALUTE

Vincent Marasco led the Flag Salute and Kevin O'Connor read the Mission Statement.

Kimberly Raymond entered the meeting.

APPROVAL OF MINUTES

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MINUTES

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

Meeting
January 6, 2021 Regular Meeting Minutes
January 20, 2021 Regular Meeting Minutes
January 20, 2021 Executive Session Minutes

Yes: Marian Castner, Jacquelyn Hoagland, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Marci Klein

PRESENTATION

PRESENTATION

None

COMMUNICATIONS

COMMUNICATIONS

Date	From	To	Subject	Attachment
2/22/21	James C. Schatzle	BOE Members	Spring Sports / Baseball Cedar Drive	N/A

COMMENTS FROM ATTENDING CONSTITUENTS – Agenda Items Only

COMMENTS

None

REPORT OF PRESIDENT – Mrs. Kathryn Gizzo

PRESIDENT'S REPORT

- President Gizzo reminded everyone of the Chain of Communication document that was recently created to assist parents/guardians with identifying the appropriate contacts and sequence to use when seeking an answer to a question or resolution to a concern. She further noted that a central BOE email form was also created to help parents/guardians if questions/comments remain unresolved. A test email was sent today earlier today. Thanked the Communication Committee and BOE members for support on the form content, and Dominick Petrillo for working out all the technical details in getting this done.
- Reported that Governor Murphy announced that as of March 15th, educators in grades prek-12 are among those eligible to make appointments for vaccines. Noted that more than 20 Boards of Education, including Colts Neck, adopted a resolution requesting that the State prioritize educators in getting vaccines.

COMMITTEE REPORTS

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Buildings & Grounds/Safety & Security Committee:

Chairperson: Kevin O'Connor
Committee Members: Danielle Alpaugh, Kathryn Gizzo, Heather Tormey
Administrator: Vincent Marasco

- Kevin O'Connor reported that the committee is scheduled to meet on Friday, March 5, 2021.

Communications Committee:

Chairperson: Danielle Alpaugh
Committee Members: Tracy Kramer, Marci Klein, Heather Tormey
Administrator: Philip J. Capasso III

- Danielle Alpaugh reported that the committee met on February 23rd.
- Finalized the committee's recommendation for the norms for communication; will be sending out a document with the committee's recommendation for board discussion.
- Reviewed briefly the Board goals as they relate to the communication committee.
- Discussed with Mr. Capasso the 1st Marking Period Newsletter and the timing of future newsletters.
- Finalized approval for the email form and got an update from Mr. Capasso on the possibility of a new district website for the upcoming school year.
- The next meeting is scheduled for March 19th at 9:15 a.m.

Curriculum Committee:

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

- Kimberly Raymond reported that the committee is scheduled to meet on March 9th

at 2:30 p.m.

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 February 22nd; continued discussions on 2021-22 budget;
- Mr. Marasco updated the committee on the State Aid award; reported that the district is receiving approximately \$125,000 more than last year, which equates to a 10% increase.
- Committee received the updated Taxpayers Guide to Education Spending.
- Discussed the Colts Club Before and After Care Program; committee is evaluating the possibility of utilizing the YMCA. Discussed proposal that Dr. Garibay has received. Dr. Garibay indicated that one excellent component available to the District if we partner with the YMCA is their extensive school based counseling services, which she feels is a great benefit to the district.
- The next meeting is scheduled for March 4th at 9:30 a.m.

Policy Committee:

Chairperson: Jacquelyn Hoagland

Committee Members: Marian Castner, Marci Klein, Tracy Kramer

Administrator: Dr. MaryJane Garibay

- Jacquelyn Hoagland reported that the committee just received the latest alert from Strauss Esmay; policies/regulations included on alert which will be reviewed at the next meeting which is scheduled for March 10th.

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 twice, February 18th and earlier this evening.
- Reviewed a scheduling glitch for the 7th grade students that has arisen since the five-day in person schedule started.
- Discussed synchronous and asynchronous learning; received positive feedback.
- Started a conversation on the next phase of reopening.
- Discussed spring sports and committee unanimously recommended all four (4) spring sports at CDMS (baseball, softball, spring track and tennis) to move forward.
- Discussed Summer Bridge Program; Dr. Garibay has submitted a competitive grant application. Dr. Garibay is working with Mr. Marasco and Mrs. Reynolds so that the district can move forward with this program whether or not grant money is received.
- Items discussed at the meeting earlier today included an update on the latest COVID data; upcoming Spring Break and travel quarantines in place; meeting with

Pomptonian and options available to the District in the next phase of reopening.

Marci Klein entered the meeting at 7:20 p.m.

Board Member Liaisons:

Marci Klein - Colts Neck PTO

- Read-A-Thon currently going on and runs to March 14th; the district's goal is 90,000 minutes.

Kevin O'Connor - Colts Neck Township Committee

- The Township council meeting took place last week; thanked the Township and the DPW on behalf of the Board for their assistance with snow removal last month.
- There was a vocal contingent present at the meeting in regards to the legalization of marijuana; conversations regarding medical marijuana and dispensaries. Currently there is an Colts Neck ordinance in place against it, but due to the State legalization process, township ordinance needs to be renewed.

State & County School Boards Association Representative:

Marian Castner

- Attended a meeting last evening; the main topic was budgeting.
- Comments about grants from the State coming shortly.
- Kathy Winecoff reminded everyone that they need to complete required training and Superintendent evaluation will be coming up shortly.

SUPERINTENDENT'S REPORT

Dr. Garibay reported as follows:

- Welcomed everyone to the month of March;
- Noted the district is in day 10 of the five-day in person schedule and everything seems to be going well; watching data trends. Since the start of Phase III, the district has reported eight (8) new COVID-19 positive cases, resulting in 18 student quarantines, no staff quarantines.
- Reviewed the post travel quarantine requirements and noted there is a discrepancy between what the County Health Department has on their website and what they are recommending districts follow.
- Noted that the March 24th Regular Meeting has been changed to March 16th as the district is required to adopt it's Tentative 2021-22 Budget by March 22nd.
- March is deemed 'Women in History Month'; recognized that Colts Neck has 265 employees, 220 of which are women.
- A parent interest survey will be sent out shortly regarding the proposed Summer Bridge Program; the program will focus on ELA, Math and Social and Emotional. Dr. Garibay noted that although the district has applied for the competitive grant, the program will run even if it does not receive the grant.
- Recognized Carol Rush, Susan DiFedele and Debra Sanders on their retirement from the district; wishes them all health and happiness as they start the next chapter of their lives.

INFORMATION ITEMS:

1. The Superintendent will report on investigations of incidents of harassment, intimidation and bullying ("HIB") occurring during the following period:

SUPERINTENDENT'S
REPORT ON
INVESTIGATIONS
OF HIB INCIDENTS

Period	Number of Investigations Reported	Number of Incidents HIB Was Found to Occur
02/1/21 - 02/12/21	0	0

ACTION ITEMS:

1. It was moved by Jacquelyn Hoagland, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the acknowledgement that there is no Superintendent's Action for HIB/Non-HIB investigations, as reported at its meeting of February 17, 2021, for the period commencing January 16, 2021 through January 31, 2021 wherein no incidents were reported.

ACKNOWLEDGMENT
OF NO ACTION BY
SUPERINTENDENT

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

2. It was moved by Jacquelyn Hoagland, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the following evaluation, as indicated below:

EVALUATION

Student #	Type of Evaluation	Performed By	Cost Not to Exceed
20240031	Neurological	Dr. Nellam Sell	\$575.00

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

BUILDINGS AND GROUNDS

None

CURRICULUM AND INSTRUCTION

1. It was moved by Heather Tormey, 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, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

FINANCE

None

POLICY

None

NEGOTIATIONS

None

TRANSPORTATION

None

PERSONNEL

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

Name	Position/Location	Effective Date
Debra Sanders	School Bus Driver/Transportation	July 1, 2021
Carol Rush	Speech Language Specialist/Conover Road Primary School	July 1, 2021
Susan Di Fedele	Media Specialist/Conover Road Primary, Conover Road Elementary	July 1, 2021

The Board expresses its appreciation and gratitude to Debra Sanders for her twenty years (20), Carol Rush for her twenty-five (25) years and Susan Di Fedele for her twenty years (20) of faithful service to the children and the district and further wishes them good health and much happiness during their retirement.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

2. It was moved by Marci Klein, seconded by Kevin O'Connor 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
Erin Leclercq	ELA Teacher/Cedar Drive Middle School	July 1, 2021

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

3. It was moved by Marci Klein, seconded by Kevin O'Connor 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
Kristin Lamm/Teacher/ Conover Road Primary School	4/26/21- 6/30/21	FMLA – Paid With healthcare benefits (Using Sick Days from 4/26/21 through 6/18/21)

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

4. It was moved by Marci Klein, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the January 20, 2021 Regular Meeting, for Carol 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 - 2/28/21	9/02/20 - 4/30/21	Medical Disability - FMLA <ul style="list-style-type: none"> • Paid with Health Care Benefits Using Sick Days from 9/02/20 through 4/30/21

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

5. It was moved by Marci Klein, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the January 6, 2021 Organization Meeting, for Kathleen Hulse, School Bus Driver, during the 2020-21 school year, as indicated below:

AMENDED
MEDICAL
DISABILITY LEAVE
2020-21 SCHOOL
YEAR

From	To	Leave Type
12/22/20- 2/2/20	12/22/20- 03/22/21	Medical Disability/Non-FMLA <ul style="list-style-type: none"> • Paid Using Sick and Personal Days from 12/22/20 through 3/9/2021 • Paid Using 13 days from the TWU Sick Leave Bank from 3/10/21 through 3/22/21

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

6. It was moved by Marci Klein, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the amending of the resolution, adopted at January 20, 2021 Regular Meeting, approving the appointment of the following individual for the 2020-21 school year, as indicated below:

AMENDED
RESOLUTION:
INTERIM TEACHER
2020-21 SCHOOL
YEAR

Name/Location	From Position/Salary Effective Dates	To Position/Salary Effective Dates
Joanne Chavers Cedar Drive Middle School	Innovation Lab/Financial Literacy BA Guide, Step 1 \$55,701, Prorated 9/01/20 - 2/28/21	Innovation Lab/Financial Literacy BA Guide, Step 1 \$55,701, Prorated 9/01/20 - 4/30/21

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

NEW BUSINESS/WORK SESSION AGENDA

None

COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS

- Tara Buss, Township Committee Member and Liaison - Thanked Kevin O'Connor for bringing to the Board the current items being discussed by the committee as they relate to the legalization of marijuana. Provided some clarification on a rumor which has surfaced indicating that an individual is opening a dispensary in Colts Neck and discussed briefly the Township Ordinance currently in effect banning the cultivation and distribution of marijuana, which is being reviewed, revised and reintroduced as per the legislation recently adopted.
- Colleen Wilcox, 256 Heyers Mill Road - inquired whether there is a targeted date with respect to the next phase of reopening. Dr. Garibay indicated that no date has been established but it could realistically be sometime close to or around the 4th marking period.
- Ryan Clune, 24 Brisbane Hill Drive - requested the communication that was provided to the District which indicates the recommended travel quarantines to be followed.

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

No Executive Session was held.

ADJOURNMENT

At 7:55 p.m. it was moved by Kevin O'Connor, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to adjourn the meeting.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Tracy Kramer, Kevin O'Connor, Kimberly Raymond, Heather Tormey, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: None

REFERENCE SHEET	
Attachment # C-1	Reimbursable Expenses

BOARD MEETINGS*			
January 20, 2021	April 7, 2021	June 30, 2021	October 6, 2021

February 3, 2021	April 21, 2021	August 4, 2021	October 20, 2021
February 17, 2021	May 12, 2021	August 18, 2021	November 3, 2021
March 3, 2021	May 26, 2021	September 1, 2021	November 17, 2021
March 16, 2021	June 16, 2021	September 22, 2021	December 15, 2021 @ 6:00 pm
January 5, 2022 @ 6:00 p.m. (Organization Meeting)			

* All Regular Board Meetings will be held at 7:00 p.m. via audio and video teleconferencing, unless otherwise noted and advertised.

NOTEWORTHY DATES	
2021	
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