

MANALAPAN-ENGLISHTOWN REGIONAL SCHOOLS PARENT-TEACHER CONFERENCES

Dear Parent/Guardian:

Parent-Teacher Conferences are an important method for supporting student progress and maintaining direct communication. These conferences afford us the opportunity to work together and share information in order to better understand and help your child.

You are cordially invited to attend a conference with your child's classroom teacher on one of the following dates:

Monday, December 5, 2022	(Afternoon/Evening)
Tuesday, December 6, 2022	(Afternoon)

- **Please note that on Monday, December 5th school is closed for students.**
- **Please note that on Tuesday, December 6th students have a four-hour school day.**
** No lunch will be served on this day. Students should pack a snack.

This year, conference appointments will be scheduled electronically using the Genesis Parent Portal **beginning on November 18th** when the portal re-opens for this purpose. The portal will close on **December 2, 2022** at noon. Please schedule your conference prior to this date.

Scheduling Conferences with Classroom Teachers and Special Education Teachers:

- Conferences with classroom/homeroom teachers will be done via Genesis.
- Conferences with special education (resource teachers) will be done via Genesis.
- Conferences with special education (in-class support teachers) will take place with the homeroom teacher and do not need to be scheduled separately.
- Please select a conference date and time from the list of available times for the teacher you wish to conference with per Genesis.
- You will have the opportunity to schedule an in person or virtual conference for the majority of staff members. Instrumental Music and Enrichment will have virtual conferences only.

Scheduling Conferences with Special Subject Teachers and Related Service Providers:

If you desire to conference with the general music teacher, art teacher, physical education teacher, speech teacher, RTI reading teachers, intervention math and reading teachers, and/or the ELL teacher, please select a conference date and time to meet with that teacher through Genesis.

Please note that the media specialist, technology teacher, Child Study Team, Enrichment Teacher, Instrumental Music teachers, and the school counselor will be available for conferences on both December 5th and December 6th. Please email them at their district email address to schedule a conference.

- Media Specialist - Lisa Garnett- lgarnett@mersnj.us
- Enrichment Teacher- Jessica Britton- jbritton@mersnj.us
- CST Member- Amanda Fabiano- amandafabiano@mersnj.us
- CST Member- Danielle Sakkas- dsakkas@mersnj.us
- School Counselor - Christen Baglieri - christenbaglieri@mersnj.us
- Occupational Therapist-Stacey Farley- sfarley@mersnj.us
- Instrumental Music- Marco Lucchi- marcolucchi@mersnj.us
- Instrumental Music- David Geltch- dgeltch@mersnj.us
- Technology Teacher - Bari Kotofsky- bkotofsky@mersnj.us (available 12/5 5:00-7:20 & 12/6 12:45-2:45)

Directions on how to sign up for conferences in Genesis are on the attached document.

REMINDER: ONLY PARENTS/GUARDIANS WILL BE ADMITTED TO CONFERENCES.

DIRECTIONS TO SCHEDULE CONFERENCES via the GENESIS PARENT PORTAL:

Log onto the MERS Parent Portal: <https://parents.mersnj.us>

- Click on the CONFERENCES tab
 - If you have more than one (1) child, please select each child from the drop down menu for whom you are scheduling the conference for.
- Click SCHEDULE CONFERENCES FOR PARENT CONFERENCES

The screenshot shows the 'Genesis Parent Resources' website. The top navigation bar includes links for MESSAGE CENTER, STUDENT DATA, CONTACTS, SETTINGS, and LOGOUT. Below this, a secondary bar contains links for Summary, Assessments, Attendance, Discipline, Forms, **Conferences**, Letters, and School Information. A 'SELECT STUDENT' button is visible. The main content area shows the 'CONFERENCES' tab selected, with a date of Tuesday, 11/20/2018 12:19PM. A message states: 'Please make sure to review your contact information. Also, be sure to verify what numbers you would like us to use when we send out school-related broadcasts such as snow day closings. The numbers you choose should have a checkbox next to it in the auto-dialer column. Other great ways to stay informed are to download our mobile app, sign up for our website backpack, and follow us on Facebook. Visit www.mersnj.us to find out more.' Below this, a section titled 'Upcoming Conferences for [REDACTED]' shows a table with columns: STATUS, STUDENT, CONFERENCE DATE, TIME, SUBJECT, STAFF, and LOCATION. The table is empty with the message 'No conferences have been scheduled'. A button labeled 'Schedule conference for Parent Conferences' is at the bottom.

- Available Teacher Conferences are listed on the calendar.
 - Click RESERVE to select the Conference TIME that is best for you.
 - You can click CANCEL on the Conference if you need to reschedule. You must cancel your first conference before you can schedule another with the same teacher.

HARRINGTON, REBECCA HOMEROOM - G1, FY READING - G1, FY WRITING - G1, FY LANGUAGE - G1, FY SPEAKING AND LISTENING - G1, FY MATH - G1, FY SCIENCE - G1, FY SOCIAL STUDIES - G1, FY HEALTH - G1, FY		NORTMAN, SIMON ART - G1, FY		CHAN, CRISTINA MUSIC - G1, FY		BYRNES, LOUISE PE - G1, FY	
Monday 12/10	Tuesday 12/11	Monday 12/10	Tuesday 12/11	Monday 12/10	Tuesday 12/11	Monday 12/10	Tuesday 12/11
Start: 1:00PM End: 1:15PM Reserve	Start: 12:40PM End: 12:55PM Reserve	Start: 1:00PM End: 1:15PM Reserve	Start: 12:40PM End: 12:55PM Reserve	Start: 1:00PM End: 1:15PM Reserve	Start: 1:00PM End: 1:15PM Reserve	Start: 1:00PM End: 1:15PM Reserve	Start: 12:40PM End: 12:55PM Reserve
Start: 1:15PM End: 1:30PM Reserve	Start: 12:55PM End: 1:10PM Reserve	Start: 1:15PM End: 1:30PM Reserve	Start: 12:55PM End: 1:10PM Reserve	Start: 1:15PM End: 1:30PM Reserve	Start: 1:15PM End: 1:30PM Reserve	Start: 1:15PM End: 1:30PM Reserve	Start: 12:55PM End: 1:10PM Reserve
Start: 1:30PM End: 1:45PM Reserve	Start: 1:10PM End: 1:25PM Reserve	Start: 1:30PM End: 1:45PM Reserve	Start: 1:10PM End: 1:25PM Reserve	Start: 1:30PM End: 1:45PM Reserve	Start: 1:30PM End: 1:45PM Reserve	Start: 1:30PM End: 1:45PM Reserve	Start: 1:10PM End: 1:25PM Reserve
Start: 1:45PM End: 2:00PM Reserve	Start: 1:25PM End: 1:40PM Reserve	Start: 1:45PM End: 2:00PM Reserve	Start: 1:25PM End: 1:40PM Reserve	Start: 1:45PM End: 2:00PM Reserve	Start: 1:45PM End: 2:00PM Reserve	Start: 1:45PM End: 2:00PM Reserve	Start: 1:25PM End: 1:40PM Reserve
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