



## Pine Brook School

155 Pease Road, Manalapan, NJ 07726-3547  
(732) 786-2800  
Fax (732) 786-2810

**Nicole Santora, Ed.D.**  
*Superintendent*  
nicosantora@mersnj.us

**Julie Szustowicz**  
*Principal*  
jszustowicz@mersnj.us

**Allison Rogers**  
*Assistant Principal*  
arogers@mersnj.us

June 9, 2025

Dear Pine Brook Families,

We can hardly believe the end of the year is already here—it feels like just yesterday we welcomed your children through our doors in September! We are so proud of how much they have grown, and it has truly been a pleasure to watch them learn and develop throughout the school year. We hope your children leave Pine Brook feeling proud of all they have accomplished over these past ten months and ready to embark on their next learning adventures at MEMS in September.

As the year concludes, Mrs. Rogers and I would like to extend our sincerest thanks for making this school year so wonderful. We are grateful to all of our families for your ongoing collaboration and support. A special thank you goes out to our PTA executive board and volunteers, whose dedication and hard work have made a remarkable difference for both our staff and students. We also want to express our deep appreciation for the outstanding faculty at Pine Brook School. Their commitment, care, and professionalism have created a rich and engaging learning environment for your children. And, of course, thank you to our incredible students. We have been continually impressed by their positivity, determination, and enthusiasm for learning. We wish everyone continued success and positive experiences at MEMS and beyond. Remember to always, “Keep Calm and Pirate On!”

A few reminders before leaving for the year:

- Thank you to all of our volunteers who have already or will be attending Biztown. These trips would be impossible without your support!
- On June 17, we will have our end of the year PBSIS raffle and yearbook signing event. Please be sure to remind your children to check their school email the week of June 10 information related to the raffle. If your child will not be in school, please contact the PTA to arrange yearbook pickup information if you have ordered one.
- June 18 is the last day of school. There are no lunches served on June 17 and 18, as they are 4 hour days with dismissal at 12:50pm. Students are permitted to have a snack on the four hour days. Please be reminded that students cannot share food.
- By June 18, all student materials should be removed from their lockers.
- See included [pickup information](#) for students with medication at school.
- World Language Preference Information - Starting next week, please log in to Genesis Parent Portal to select a World Language preference for next year.
- If you have any textbooks at home, please send them in ASAP.

- Report Cards are available through Genesis on the afternoon of June 18. Please be sure to print a copy of your child's report card before the end of June, as access to the portal will close during the summer. Report Cards will be visible by following the directions below.
  - Log in to the Genesis Parent Portal and click on the "Grading" tab.
  - Once in the "Grading" tab, you will see a tab below for "Available Report Cards".
  - Click under the "View" to see the report card.
- Students wishing to participate in sports at MEMS must have valid [Preparticipation Physical Evaluation Medical Eligibility Form](#) on file. Information regarding specific due dates will be sent out by the District prior to June 18. The 25-26 forms should NOT be turned in during the 24-25 school year.
- Students can continue to utilize their subscriptions to online resources like Achieve3000, IXL, etc.
- [Summer Assignments](#) will be available shortly on the District Webpage.
- Pine Brook will NOT be collecting chromebooks from our 6th grade students. Students will be able to use their chromebooks for school related purposes only, such as classes taken through our summer program or to complete summer assignment activities. Please remind students of appropriate [care procedures](#). These chromebooks will be assigned to your child through the end of 8th grade.
- Check [MEMS website regularly](#) over the summer for updates regarding physicals, sports, chromebooks, orientation and other important information to start the year.
- The Pine Brook Office will be CLOSED sporadically during the summer months. Please be sure to check the website before coming to Pine Brook.
- **If you are moving out of the MERS school district, please contact Vivian Simancas at [vsimancas@mersnj.us](mailto:vsimancas@mersnj.us) ASAP.**

Thank you,  
*Julie Szustowicz*  
 Julie Szustowicz  
 Principal