

**MANALAPAN-ENGLISHTOWN REGIONAL SCHOOLS  
PARENT-TEACHER CONFERENCES**

October 21, 2024

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, November 11, 2024	(Afternoon/Evening)
Tuesday, November 12, 2024	(Afternoon)

- **Please note that on Monday, November 11<sup>th</sup> school is closed for students.**
- **Please note that on Tuesday, November 12<sup>th</sup> students have a four-hour school day.**  
\*\* No lunch will be served on this day. Students should pack a snack.

Once again, conference appointments will be scheduled electronically using the Genesis Parent Portal **beginning on October 25, 2024 at 3PM** when the portal re-opens for this purpose. The portal will close on **November 6, 2024 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 separately from the homeroom teacher.
- 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 a conference virtually or in person. Due to traveling special subject staff, many of those conferences may only be available virtually.
- If your child has Mrs. Riehl and Mrs Schwartz, please schedule a conference time under Mrs. Riehl. Both teachers will be present during the conference.

**Scheduling Conferences with Related Service Providers:**

If you desire to conference with Mrs. Finnell (our speech and language teacher), Ms. Zofrea (our RTI reading teacher), Mrs. Fiorentino (our math interventionist), Mrs. Singer (our reading interventionist), and/or Ms. Keough (our ELL teacher), please select a conference date and time to meet with that teacher through **Genesis**. Please note that we share many special subject staff so their available times may vary.

**Scheduling Conferences with Special Subject Teachers and CST Members:**

If you would like to schedule a conference with a special subject teacher, band teacher, enrichment teacher, school counselor or one of the CST members, **please email them to set up a conference time**. Their email addresses are listed below. They will be available for conferences on both November 11th and November 12th. **If you would like a conference with any of them, please email them at their district email address to schedule a conference.**

Mr. Lucchi, the orchestra teacher, is **not** available these two days, but if you wish to speak with him, please send him an email to set up a time to talk.

- Media Specialist - Mrs. Farabaugh - [hfarabaugh@mersnj.us](mailto:hfarabaugh@mersnj.us)
- Enrichment Teacher- Sharon Hanson - [shanson@mersnj.us](mailto:shanson@mersnj.us)
- School Psychologist (CST) - Meagan Longo - [mlongo@mersnj.us](mailto:mlongo@mersnj.us)
- School Counselor - Mrs. Cavanagh - [pcavanagh@mersnj.us](mailto:pcavanagh@mersnj.us)
- Occupational Therapist - Lisa Dougherty - [ldougherty@mersnj.us](mailto:ldougherty@mersnj.us)

- Technology Teacher - Simon Nortman - [snortman@mersnj.us](mailto:snortman@mersnj.us)
- Art Teacher -Alison Sosnowski - [allisonsosnowski@mersnj.us](mailto:allisonsosnowski@mersnj.us)
- Art Teacher - Sharri Carlin - [scarlin@mersnj.us](mailto:scarlin@mersnj.us)
- Art Teacher - Patricia Heagele - [pheagele@mersnj.us](mailto:pheagele@mersnj.us)
- Art Teacher - Jennifer Fischler - [jenniferfischler@mersnj.us](mailto:jenniferfischler@mersnj.us)
- Music Teacher - Jeniifer Silipino - [jsilipino@mersnj.us](mailto:jsilipino@mersnj.us) **only available 11/11**
- Music Teacher - Duane Yaiser - [dyaiser@mersnj.us](mailto:dyaiser@mersnj.us)
- Band Teacher/General Music for Mrs. Schwartz’s class only - John Rusin [jrusin@mersnj.us](mailto:jrusin@mersnj.us)
- Orchestra Teacher - Marco Lucchi- [marcolucchi@mersnj.us](mailto:marcolucchi@mersnj.us) - **Not available**
- PE Teacher - Candace Douglas - [cdouglas@mersnj.us](mailto:cdouglas@mersnj.us)
- PE Teacher - Alex Vieira - [avieira@mersnj.us](mailto:avieira@mersnj.us)
- World Language Teacher - Andrew Burgess - [aburgess@mersnj.us](mailto:aburgess@mersnj.us)

**Attending In-Person Parent-Teacher Conferences**

Please arrive 5-10 minutes before your scheduled conference time. This will give you time to park and walk to the classroom where you will wait until the teacher comes out to get you.

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

**Virtual Conferences**

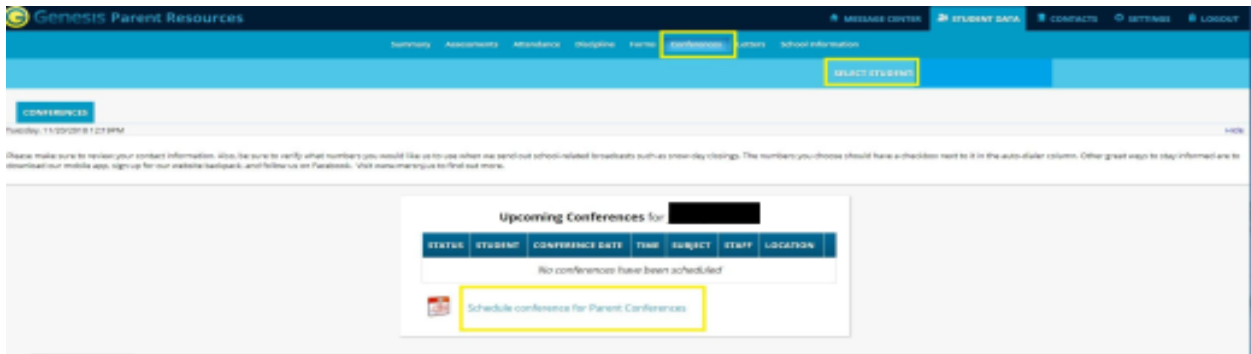
If you have scheduled a virtual conference, the teacher will send you a Google Meet invite to the email address noted in the Genesis Parent Portal.

**Directions on how to sign up for conferences in Genesis can be found below:**

**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.
- Click SCHEDULE CONFERENCES FOR PARENT CONFERENCES



- 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.

Respectfully,

Jayne Orlando  
 Mrs. Jayme Orlando  
 Principal

Jessica Gent  
 Mrs. Jessica Gent  
 Assistant Principal