

**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.*

**MINUTES:** For the Public Hearing on the Proposed Budget for the 2025-2026 School Year and the Regular Meeting of the Board of Education, **May 7, 2025**, at 6:30 p.m. in the Board Room of the Administration Building at 70 Conover Road, Colts Neck, New Jersey 07722

**Public Participation**

*The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. Public participation is governed under District Policy 0167 - Public Participation in Board Meetings as follows:*

*Public participation shall be governed by the following rules:*

1. *A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;*
2. *Each statement made by a participant shall be limited to three minutes' duration;*
3. *No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard; and only then if time constraints and/or the presiding officer allow.*
4. *All statements, questions, or inquiries shall be directed to the presiding officer; and any questions or inquiries directed by a participant to another Board member or Superintendent shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member or Superintendent;*
5. *It is the expectation of the Board that communications between participants and the Board will remain positive and focused around the best interest of the student(s) and the district as a whole. All communications from all stakeholders shall be conducted with mutual respect and civility. The Board will not condone communications and interactions that can be perceived as harassing, insulting, threatening, or lacking in respect or civility.*

*The presiding officer may:*

- a. *Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;*
- b. *Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;*
- c. *Request any person to leave the meeting when that person does not observe reasonable decorum;*
- d. *Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;*
- e. *Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and*
- f. *Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.*

**CALL TO ORDER**

President Volpe called the meeting to order at approximately 6:37 p.m. Approximately sixteen (16) members of the public and eight (8) Administrators were present.

**ROLL CALL**

Board Members Present: Phyllis Camera, Sara Horowitz, Jason Orrico, Vincent Rugnetta, Robert Scales, Brian Scarpa, Angelique Volpe and Kevin Walsh

Absent: Jessica Ramirez

**LEGAL NOTICE OF MEETING**

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 16, 2025 and March 4, 2025 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**

President Volpe led the Flag Salute and the National Anthem and Mr. Walsh read the Mission Statement.

**PRESENTATION:**

- 1. Presentation And Public Hearing On The Proposed Budget For The 2025-2026 School Year.

**INFORMATION ITEMS:**

**1. SUPERINTENDENT’S REPORT ON INVESTIGATIONS OF HIB INCIDENTS**

BE IT RESOLVED that the Colts Neck Board of Education hereby accepts the Superintendent will report on investigations of incidents of harassment, intimidation and bullying (“HIB”) occurring during the following period:

Period	Number of Investigations Reported	Number of Incidents HIB Was Found to Occur
4/16/25 - 4/30/25	1	1

**COMMENTS FROM ATTENDING CONSTITUENTS - ALL SUBJECTS:**

**ACTION ITEMS FOR APPROVAL:**

The Superintendent of Schools submits the following recommendations for approval:

**1. ADOPTION OF THE 2025-2026 SCHOOL BUDGET AND TAX LEVY**

BE IT RESOLVED that the Colts Neck Township Board of Education approve the following resolution:

WHEREAS, the Colts Neck Board of Education adopted a Tentative Budget on March 19, 2025 and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the Tentative Budget was approved by the Executive County Superintendent of Schools on April 30, 2025; and

WHEREAS, the Tentative Budget was advertised in the legal section of the Asbury Park Press on May 3, 2025; and

WHEREAS, the Tentative Budget was presented to the public during a public hearing held in the Board Room at the Administration Building, 70 Conover Road, Colts Neck, NJ on May 7, 2025.

NOW THEREFORE, BE IT RESOLVED that in consideration of the above, the Colts Neck Board of Education hereby adopts the following final budget for 2025-2026:

	General Fund	Special Revenue Fund	Debt Service Fund	Total
2025-2026 Total Expenditures	\$ 30,026,838	\$ 273,453	\$1,676,600	\$31,976,891
Less: Anticipated Revenues	\$ 5,399,797	\$ 273,453	-	\$ 5,673,250
Taxes to be Levied	\$ 24,627,041	-	\$1,676,600	\$26,303,641

## **2. TRAVEL AND RELATED EXPENSE REIMBURSEMENT FOR 2025-2026 SCHOOL YEAR**

BE IT RESOLVED that the Colts Neck Township Board of Education approve the following resolution:

WHEREAS, the Colts Neck Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Colts Neck Township Board of Education has established \$46,461 as the maximum travel amount for the current school year, and has expended \$13,423 as of this date;

NOW, THEREFORE, BE IT RESOLVED, that the Colts Neck Township Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$45,724 for all staff and Board members for the 2025-26 school year.

## **3. APPROVAL OF ADDENDUM TO CONTRACT WITH EDUCATION**

## MANAGEMENT & STAFF SOLUTIONS (“ESS”)

BE IT RESOLVED that the Colts Neck Township Board of Education approve the addendum to the agreement with ESS Noerheast, LLC, approved at the August 23, 2023 regular meeting, to provide professional contracted services for substitute paraprofessionals on an as needed basis effective April 28, 2025 through June 30, 2025. Said Addendum is on file in the Business Office. (a/c # 11-000-217-320-000-400-0)

### 4. ACKNOWLEDGMENT OF NO ACTION BY SUPERINTENDENT

BE IT RESOLVED that the Colts Neck Board of Education acknowledges that there is no Superintendent’s Action for HIB/Non-HIB investigations, as reported at its meeting of April 23, 2025, for the period commencing April 1, 2025 through April 16, 2025 wherein no incidents were reported.

### 5. EMPLOYMENT: INSTRUCTIONAL ASSISTANT 2024-2025 SCHOOL YEAR

BE IT RESOLVED that the Colts Neck Township Board of Education approve the employment of the following individual for the 2024-2025 school year, as indicated below:

Name	Position/Location/ Account No.	Effective Dates	Hours/Number of Days/Step/Hourly Rate/Salary
*Danielle Crimeni (Replacing Paige Tedesco, who resigned)	Instructional Assistant/Conover Road Primary School	5/19/25 – 6/30/25	6.75 Hours Daily 184 Days Step 1-10 \$16.49 Per Hour \$ 20,481 Per Annum

\* Pending criminal history review and receipt of prior employment verification  
(a/c # 11-000-217-106-060-100-0)

### 6. EMPLOYMENT: CUSTODIAN 2024-2025 SCHOOL YEAR

BE IT RESOLVED that the Colts Neck Township Board of Education approve the following individual for the 2024-2025 school year, as indicated below:

Name	Position/Location/ Account No.	Effective Dates	Step/Salary
*Andrea Garcia (Replacing Christopher Manigrasso, who resigned)	Custodian/ Cedar Drive Middle School	5/12/25 – 6/30/25	Step 15 \$45,842 Per Annum (\$44,842 Base + \$1,000 Stipend)

\* Pending criminal history review and receipt of prior employment verification  
(a/c # 11-000-262-100-000-100-0)

**7. ADDITIONAL PAY: INSTRUCTIONAL ASSISTANT**

BE IT RESOLVED that the Colts Neck Township Board of Education approve the additional pay to the following staff members to accompany student #20291458 participating in the Conover Road Elementary School Math Club after school program from March 18, 2025 through May 8, 2025 for each session to run sixty (60) minutes, as indicated below:

Name/Location	Step/ Hourly rate	Total Amount Per Session	Number of Sessions	Total Amount Not to Exceed
Kathleen O'Connor/ Conover Road Elementary School	1-10/\$16.49	\$16.49	1	\$16.49*
Patricia Cottrell/ Conover Road Elementary School	14/\$18.89	\$18.89	1	\$18.89*

\*stipend reimbursed by the Avon School District

**8. ADDITIONAL PAY: INSTRUCTIONAL ASSISTANT**

BE IT RESOLVED that the Colts Neck Township Board of Education approve the additional pay to the following staff member to accompany students #20280483 & #20281625 participating in the Conover Road Elementary School Science Fair for ninety (90) minutes, as indicated below:

Name/Location	Step/ Hourly rate	Total Amount Per Session	Number of Sessions	Total Amount Not to Exceed
Patricia Cottrell/ Conover Road Elementary School	14/\$18.89	\$28.33	1	\$28.33

**DISCUSSION:**

**ROLL CALL VOTE**

SUPERINTENDENT ACTION ITEMS	
MOVED BY	Kevin Walsh
SECONDED BY	Vincent Rugnetta
YES	Phyllis Camera, Sara Horowitz, Jason Orrico, Vincent Rugnetta, Robert Scales, Brian Scarpa, Angelique Volpe and Kevin Wash
NO	None
ABSENT	Jessica Ramirez

**COMMUNICATIONS ([Attachment # CM-1](#))**

Date	From	To	Subject
4/29/25	Lauren Albrecht / Garden State Equality	Board of Education	Concerns with Parental Bill of Rights
5/7/25	Alicia Raia-Hawrylak	Board of Education	Concerns with instituting a Parental Bill of Rights
5/7/25	Heather Tormey	Board of Education	Request for stakeholder feedback gathered on the Parental Bill of Rights
5/7/25	Danielle Alpaugh	Board of Education	Objection to the Parental Bill of Rights
5/7/25	Thomas Colella	Board of Education	Concerns with Parental Bill of Rights

**BOARD LIAISON REPORTS**

- Parent Advisory Committee - Sara Horowitz
- Colts Neck PTO - Sara Horowitz
- Colts Neck Township Schools Newsletter - Phyllis Camera
- Colts Neck Township Schools Arts, Sports, & Extracurricular Activities - Vincent Rugnetta
- Colts Neck Township Committee - Brian Scarpa/Phyllis Camera
- Colts Neck Township Planning Board, COAH Sub-Committee - Robert Scales / Kevin Walsh
- Colts Neck Township Senior Citizens - Kevin Walsh
- Naval Weapons Station Earle - Brian Scarpa/Jessica Ramirez
- State & County School Boards Association Representative - Angelique Volpe

**COMMITTEE OF THE WHOLE WORK SESSION**

**AD-HOC AFFORDABLE HOUSING COMMITTEE REPORT**

**BUILDINGS AND GROUNDS / SAFETY AND SECURITY**

**COMMUNICATIONS**

1. Draft press release for Colts Neck Township Schools - ESIP Project ([Attachment #CM-2](#))
2. Update on District Website Migration to Finals site

**CURRICULUM**

1. NJSLA Testing (Update)  
NJSLA - ELA Testing Schedules:  
 Grades 3-8 ELA: May 6-7, 2025  
NJSLA - Mathematics Testing Schedule is as follows:  
 Grades 3-8 Math: May 12, 13, 14, 2025  
 Grades 7-8 Algebra or Geometry: May 12-13, 2025  
NJSLA - Science Testing Schedule is as follows:  
 Grade 5 and Grade 8 Science: May 19-20, 2025
2. 2025-2026 ESEA Community Survey ([Attachment #C-1](#))

3. Colts Neck Township Schools - May is Mental Health Month Activity Calendar ([Attachment #C-2](#))
4. CDMS Holocaust Studies & Assemblies
5. JROTC Program Club/Elective Class
7. New Jersey Sea Grant Consortium - Every Kid Outdoors - Free Programs for 3rd, 4th, and 5th Graders to Sandy Hook Trips

## **FINANCE**

None

## **POLICY**

1. DRAFT Colts Neck Township Board of Education Parental Bill of Rights ([Attachment #P-1](#))
2. DRAFT Bylaw 0155.2 - Community Liaisons Roles and Responsibilities ([Attachment #P-2](#))
3. DRAFT BOE Memo - Certification of Compliance with Title VI Legal Obligations ([Attachment #P-3](#))
  - Update from the U.S. Department of Education regarding their Title VI Request for Certification
    - April 24, 2025 U.S. District Court for the District of Columbia - Court Order ([Attachment #P-4](#))

## **NEGOTIATIONS**

None

## **TRANSPORTATION**

None

## **PERSONNEL - Information Items**

1. 5/21/25 Recommendation for intermittent FMLA leave CRES staff member
2. 5/21/25 Recommendation for FMLA leave CDMS staff member
3. 5/21/25 Recommendation of Employment / Salaries Certificated and Non-Certificated employees
4. 5/21/25 Recommendation of CNTAA Employment / Salaries
5. 5/21/25 Recommendation of ESY Staff
6. 5/21/25 Recommendation of 2025 Staff for Attendance at Summer IEP Meetings
7. 5/21/25 Recommendation of 2025-2026 Child Study Team Summer Evaluations
8. 5/21/25 Recommendation of 2025-2026 Summer Case Management Duties
9. 5/21/25 Recommendation of Summer Bridge Director & Coordinator, Staff & Security Monitors
10. 5/21/25 Recommendation of ABA/Autism Instructional Assistant Stipend 2024-2025 School Year

## **COMMENTS FROM ATTENDING CONSTITUENTS - ALL SUBJECTS**

## **NEW BUSINESS:**

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

At approximately 8:26 p.m President Volpe announced that the Board would move into Executive Session for approximately fifteen (15) minutes to discuss confidential personnel matters. She further announced that action would not be taken afterwards and articulated that Executive discussion may be disclosed upon future resolution.

It was moved by Brian Scarpa, seconded by Phyllis Camera and carried on a unanimous roll call vote in the affirmative to move into Executive session.

**ADJOURNMENT**

At approximately 9:16 pm, it was moved by Brian Scarpa, seconded by Phyllis Camera and carried on a unanimous roll call vote to adjourn the meeting.

Yes: Phyllis Camera, Sara Horowitz, Jason Orrico, Vincent Rugnetta, Robert Scales, Brian Scarpa, Angelique Volpe and Kevin Walsh

No: None

Absent: Jessica Ramirez

BOARD MEETINGS*			
May 21, 2025	July 23, 2025	September 17, 2025	November 19, 2025
June 4, 2025 @CRPS	August 6, 2025	October 7, 2025	December 3, 2025
June 18, 2025	August 20, 2025	October 15, 2025	December 17, 2025
July 9, 2025	September 3, 2025	November 5, 2025	
January 7, 2026 @ 6:00 (Organization Meeting)			

\* All Regular Board Meetings will be held at 6:30 p.m. in the Board Room of the Administration Building unless otherwise noted and advertised.

2025		
Thursday	May 22	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
Friday	May 23	Schools/Central Office Closed
Monday	May 26	Memorial Day - Schools/Central Office Closed
Wednesday	June 18	Short Session Day for Students / Full Day for Staff
Wednesday	June 18	Cedar Drive Middle School Graduation



Thursday	June 19	Short Session Day for Students / Full Day for Staff
Friday	June 20	Last Day of School - Short Session Day for Students and Staff

Respectfully Submitted,  
*Vincent S. Marasco*  
Vincent S. Marasco  
School Business Administrator/Board Secretary