

BRADLEY BEACH BOARD OF EDUCATION
515 Brinley Avenue
Bradley Beach, NJ 07720

OFFICIAL MINUTES

Regular Meeting
January 30, 2024

Bradley Beach Mission Statement

The mission of the Bradley Beach Elementary School is to provide a supportive learning environment to a diverse student community, where student success is defined through the demonstration of academic, emotional, and social growth. Our students will develop critical thinking skills to become valued members in today's society, while mastering the skills necessary to pursue future educational achievement.

I. Call To Order

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 6:04 p.m. by President Franks at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Roll Call

Present: Mr. Carrea Ms. Sacci
 Ms. Caruso Walker Ms. Walleston
 Ms. Davis Dr. Franks
 Ms. Devane
 Ms. Flynn
 Mr. Heidelberg, Superintendent/Principal
 Mr. Tonzola, Business Administrator/Board Secretary

Absent: Ms. Weinberg

III. Announcement of Notice – Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

IV. Flag Salute

V. Discussion Items

Dr. Franks called the meeting to order and thanked everyone for attending tonight's meeting. Dr. Franks introduced Mary Ann Friedman and Tim Teehan, representatives from New Jersey School Boards Association. Ms. Friedman and Mr. Teehan conducted a PowerPoint presentation on board members' roles and responsibilities, and policy and personnel issues. The presentation focused on the differences between the board's and superintendent's roles and duties.

After the presentation by New Jersey School Boards Association, Mr. Chris Soleberry, from the auditing firm HFA, reviewed the fiscal year 2023 annual audit report. Mr. Soleberry discussed with the Board the independent auditor's opinion and the different audits conducted. These included the regular audit, the audit on internal controls, and the single audit, which dealt with grants that the district received throughout the fiscal year. Mr. Soleberry also discussed the Boards fund balance and surplus accounts.

VI. President's Report

Dr. Franks then reviewed her president's report after the student representative report. Dr. Franks thanked everyone who attended the girls' basketball playoff game. Dr. Franks also thanked Mr. Coan for suggesting the New Jersey Saves program. Dr. Franks thanked Ms. Flynn for volunteering for the Neptune Township Board of Education representative seat. Dr. Franks stated that there will be a February 6th virtual school board meeting, and that there is a practical application on the New Jersey School Board Association's website called Schoolboard Connections, where board members from other districts can connect and discuss ideas.

VII. Student Representative's Report

The Board received the student representative report from eighth grader, Ayelen Jimenez-Osorio. Ms. Jimenez-Osorio discussed the following items:

1. The girls and boys basketball season
2. The drama club
3. The events of the safety patrol
4. Family Fun Night
5. Eight-grade vocational school testing
6. Red Bank Regional interviews
7. School-wide morning meeting
8. The poetry slam event
9. A presentation given by current college students to the middle school students

VIII. Superintendent's Report

Mr. Heidelberg began his Superintendent's Report by thanking the New Jersey School Boards Association for their professional development. Mr. Heidelberg gave the Board an overview of the events since the last meeting. Some of the events that took place were: an 8th-grade parent focus group, Family Fun Night, and the Coffee Talk workshops. Mr. Heidelberg also wanted to thank the Bradley Beach Service Group for hosting their event with the 3rd graders. Lastly, Mr. Heidelberg recognized all the school board members because January is School Board Recognition Month.

IX. Committee Reports

Ms. Flynn stated that the curriculum committee met and discussed the following items: the rollout of the standard-based report card, the creation of a homework committee, the night of the museum event, and the holiday gift club. Moreover, all agenda items were discussed and recommended by the committee. Ms. Flynn also discussed some of the upcoming PTA events. The PTA gift auction will be on April 14th, there will be a smart talk event, and a candle-making event where 10% of the sales will be donated to the PTA.

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Ms. Walleston stated that the finance and facilities committee met and reviewed the budget calendar, approval of the SEMI waiver, the audit approval, and the regular monthly agenda items. Moreover, it was discussed that the district would use an outside vendor for its snow removal service, since the Borough of Bradley Beach can no longer assist with the snow cleanup.

Ms. Sacci went over the personnel and policy committee report. Ms. Sacci stated that the committee reviewed the policies and personnel items on tonight's agenda and that a survey was sent out to parents regarding the creation of the upcoming 2024/25 school year.

X. Public Comments – Agenda Items Only

Mr. Tom Coan, 612 Third Avenue, Bradley Beach, NJ, wanted to express his appreciation of the HFA presentation. Mr. Coan also wished to thank the administration and the Board for their diligence to the school finances.

XI. Executive Session (if needed) – None

XII. Workshop Agenda Items

Mr. Heidelberg reviewed his agenda items with the Board, particularly the personnel and the curriculum agenda items.

After Mr. Heidelberg's report, Dr. Franks turned the meeting over to Mr. Tonzola. Mr. Tonzola reviewed his agenda items with the Board. Mr. Tonzola reviewed the budget calendar and its roadmap for the budget process.

On a unanimous voice vote the workshop portion of the meeting adjourned at 7:55 p.m.

XIII. Regular Meeting

The Regular Public Meeting was called to order by President Franks at 7:56 p.m.

Present: Mr. Carrea Ms. Sacci
 Ms. Caruso Walker Ms. Walleston
 Ms. Davis Dr. Franks
 Ms. Devane
 Ms. Flynn
 Mr. Heidelberg, Superintendent/Principal
 Mr. Tonzola, Business Administrator/Board Secretary

Absent: Ms. Weinberg

XIV. Approval of Minutes

Approval of Meeting Minutes – The superintendent recommends:

Resolved: That the Board approve the Minutes of:

Regular Meeting – December 19, 2023

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 8-0

Resolved: That the Board approve the Minutes of:

Reorganization Meeting – January 4, 2024

MOTION: Ms. Davis SECOND: Ms. Sacchi VOTE: 7-0-1
Ms. Devane abstained

XV. Regular Meeting – Superintendent

A. Personnel – The superintendent recommends:

Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status

1. Resolved: That the Board approve the following clinical practice placements for the 2023/2024 school year, under the supervision of Ms. Morgan Maclearie-Gonzalez, Director of Curriculum and Instruction:

Name	University	Cooperating Teachers	Timeline
Morgan Young	Brookdale Community College	Mrs. Pingitore Mrs. Silverstein	January - June 2024
Jack Houston	Brookdale Community College	Mrs. Pingitore Mrs. Silverstein	January - June 2024

2. Resolved: That the Board approve the appointment of the following substitute teacher for the 2023/2024 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Bruce Pilger

3. Resolved: That the Board approve the request for Maternity Leave by Mrs. Melanie McCarthy, to begin on or about May 14, 2024 and ending on or about September 2, 2024. (Attachment XV-A.3)

4. Resolved: That the Board approve the request for Maternity Leave by Mrs. Heather Sauer, to begin on or about May 15, 2024 and ending on or about November 15, 2024. (Attachment XV-A.4)

5. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost
Hilary Karpoff	5-29-24 5-30-24	NJTESOL Spring Conference	Hyatt Regency Hotel New Brunswick	\$474
Alison Zylinski	5-29-24	NJTESOL Spring Conference	Hyatt Regency Hotel New Brunswick	\$325
Stephanie Soriano	3-15-24	Association of Mathematics Teachers of NJ Spring Conference	Rutgers	\$215
Marjorie Zaccaro	3-15-24	Association of Mathematics Teachers of NJ Spring Conference	Rutgers	\$215
Deirdre Cahill	3-07-24	Unlock the Power of Reading for World Language and MLL Teachers	TCNJ	\$285
Heather Sauer Morgan Maclearie-Gonzalez	2-12-24	Neptune Township Science Observation	Neptune Township School District	\$0

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0

B. Students – The superintendent recommends:

- Resolved: The BBES Bullying Specialist reports zero incidents of Harassment, Intimidation, and Bullying, and one ongoing investigation in the month of January.
- Resolved: That the Board approve the following 2023/2024 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
2/9/2024	Pre-K	VICs Pizzeria	\$0	\$0
3/5/2024	G & T	Shrewsbury Middle School	\$0	\$249 St George Bus
4/30/2024	4th Grade	The NJ State House - Trenton	No to exceed \$100	\$900 Klarr

MOTION: Ms. Flynn SECOND: Ms. Davis VOTE: 8-0

C. Policy – The superintendent recommends:

- Resolved: That the Board approve the following Policies and Regulations for a second reading: (Attachment XV-C.1)

Policy/Regulation Number	Policy/Regulation Title
P 8507	Breakfast offers Verses Serve (OVS) (M)
R 8420.4	Kidnapping (M)
R 8420.5	Asbestos Release (M)
R. 8420.6	Accidents to and From School (M)

2. Resolved: That the Board approve the following resolution:

WHEREAS, The New Jersey School Boards Association has declared January 2024 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Bradley Beach Board of Education is one of 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Bradley Beach Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Bradley Beach Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2024 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Bradley Beach Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children’s education.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0

D. Curriculum – The superintendent recommends:

1. Resolved: That the Board approve curriculum documents for the following courses:

Course	Grade Level
Financial Literacy	6-8
Visual Arts	K-8
Science	K-8
Health	K-8
Physical Education	K-8
Morning Meeting	K-8
Social Studies	K-8

MOTION: Ms. Flynn SECOND: Ms. Sacchi VOTE: 8-0

XVI. Regular Meeting – Business Administrator/Board Secretary

Board Secretary’s Monthly Certification

That pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I David Tonzola, Business Administrator/Board Secretary does hereby certify that as of December 31, 2023 no line item account has encumbrances and expenditures, which in total exceed the line items appropriations in violation of N.J.A.C. 6A:23A-16.10(c) 4.

David Tonzola
School Business Administrator/Board Secretary

Payroll Certification

The School Business Administrator/Board Secretary reports, in compliance with N.J.S.A. 18A:19-1b, that he has certified the following December amounts:

December 15, 2022 \$216,894.53
December 22, 2023 \$248,819.88

A. The Superintendent Recommends the Approval of Special Public Meeting and Public Hearing Dates

Resolved: That the Board schedule the following meetings:

1. Workshop/Regular Public Meeting and Adoption of the 2024/2025 Tentative Budget on Thursday, March 19, 2024 at 7:00 p.m.
2. Special Formal Public Meeting/Final Adoption of the 2024/2025 School Budget on Tuesday, May 7, 2024 at 7:00 p.m. for the purpose of conducting a formal public hearing on the proposed budget for the 2024/2025 school year.

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

B. The Superintendent Recommends the Approval of the Budget Calendar

Resolved: That the Board approve the Budget Calendar as per Attachment XVI-B.

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

C. The Superintendent Recommends the Approval to Request Waiver for Special Education Medicaid Initiative (SEMI) Program

Resolved: That the Board approve the following resolution:

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2024/2025 school year and

WHEREAS, the Bradley Beach Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students;

NOW THEREFORE BE IT RESOLVED, that the Bradley Beach Board of Education hereby authorizes the School Business Administrator to submit to the Executive County Superintendent of Schools, in the County of Monmouth, an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2024/2025 school year.

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

D. The Superintendent Recommends the Approval of Acceptance of the 2022/2023 Audit

Resolved: That the Board approve the acceptance of the Annual Comprehensive Financial Report (ACFR) and single audit as prepared by Holman, Frenia & Allison, P.C. for the fiscal year July 1, 2022 through June 30, 2023. (Attachment XVI-D)

Note: There are no recommendations per the Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR).

Comment: Dr. Franks wanted to recognize in the official minutes the Board's appreciation of the business office staff for their dedication and diligence during the audit.

Comment: Mr. Carrea also wanted to recognize in the official minutes that he thanked the business office staff for their hard work and dedication to detail.

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

E. The Superintendent Recommends the Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending December 31, 2023 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-E)

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

F. The Superintendent Recommends the Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending December 31, 2023 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary. (Attachment XVI-F)

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

G. The Superintendent Recommends the Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3 I, David Tonzola, Business Administrator/Board Secretary, do hereby certify that as of December 31, 2023, after review of the Secretary's Monthly Financial Report (appropriations section) and, upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4, that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

H. The Superintendent Recommends the Approval of Budget Transfers (2023/2024)

Resolved: That the Board approve the 2023/2024 budget transfers as listed on Attachment XVI-H.

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

I. The Superintendent Recommends the Approval of December 2023 Payroll

Resolved: That the Board approve the December 2023 gross payroll in the amount of \$465,714.41.

MOTION: Mr. Carrea SECOND: Ms. Walleston VOTE: 8-0

J. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the January 30, 2024 regular bills list and as certified and approved. (Attachment XVI-J)

MOTION: Ms. Flynn SECOND: Ms. Davis VOTE: 8-0

XVII. Regular Meeting – Old Business

Ms. Devane stated that the Green Team is working on renewing their status for Sustainable Jersey. Moreover, Ms. Devane recommended some adjustments to Policy 7461.

XVIII. Regular Meeting – New Business

Mr. Carrea stated that having the student representative report given to the Board and added to the minutes would be beneficial.

Dr. Franks stated that she would like to see the creation of town liaisons for various committees within the Borough, such as a liaison for the recreational department, library, and environmental commission.

XIX. Public Comments – None

XX. Executive Session (if needed) – None

XXI. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary