

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**July 31, 2023**

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 7:06 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. Devane                                    Ms. Weinberg  
                     Ms. Flynn                                      Dr. Franks  
                     Mr. Heidelberg, Superintendent/Principal  
                     Mr. Tonzola, Business Administrator/Board Secretary

Absent:         Ms. Davis

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 the Board for their time and attention for this afternoon's Board Retreat. Dr. Franks then turned the meeting over to Mr. Heidelberg. Mr. Heidelberg also wanted to thank the Board for a productive Board Retreat.

VI. President's Report – None

VII. Student Representative's Report – None

VIII. Superintendent's Report – None

IX. Committee Reports

Ms. Sacci reviewed the curriculum and community relations committee report with the Board. Ms. Sacci stated that Ms. Alison Zylinski, Director of Special Services, gave the committee a presentation on the ELL program and gave the committee an overview of the WIDA test. Other items discussed were the code of conduct, the 23-24 professional development focus, and the implementation of co-teaching strategies.

Mr. Carrea went over the finance and facilities committee report with the Board. Mr. Carrea stated that the committee met on July 26th and discussed the items on tonight's agenda. Mr. Carrea noted that the focus of the meeting was the grant submissions on tonight's agenda, the generous gifts from Board Member Ms. Weinberg, and the Bradley Beach Parent Teacher Association. Mr. Carrea also stated that other items outside the agenda were discussed. The items discussed were the rebid of the HVAC projects and the recently passed sick leave bill, which expands the definition of sick leave. Mr. Carrea stated that he favors the concept; however, the state should have let the process be handled through collective negotiations. The passage of this law will lead to added expenses for the district. Mr. Carrea also stated that it was discussed to give new and existing Board members a presentation on the routine monthly business office reports on every agenda. It was discussed to add this presentation to the Board member orientation given to Board members when elected or appointed.

Ms. Caruso-Walker went over the personal and policy committee report. Ms. Caruso-Walker stated that the committee reviewed the policies and personnel items on tonight's agenda.

X. Public Comments – Agenda Items Only – None

XI. Executive Session (if needed) – None

XII. Workshop Agenda Items

After the committee reports, Mr. Heidelberg reviewed his agenda items with the Board, the approval of the personnel issues, and the School Threat Assessment Team policy.

After Mr. Heidelberg's report, Dr. Franks turned the meeting over to Mr. Tonzola. Before reviewing his agenda items with the Board, Mr. Tonzola reminded those Board members who must complete mandatory training sessions for the upcoming calendar year. Mr. Tonzola then reviewed his agenda items with the Board, particularly using the Board's Supplemental Stabilization Aid through the withdrawal of the Board's surplus account to purchase supplies for the newly established preschool classroom.

On a unanimous voice vote the workshop portion of the meeting adjourned at 7:46 p.m.

XIII. Regular Meeting

The Regular Public Meeting was called to order by President Franks at 7:47 p.m.

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

Absent: Ms. Davis

XIV. Approval of Minutes

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Special Meeting – June 8, 2023  
Confidential Executive Session – June 8, 2023

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

Resolved: That the Board approve the Minutes of:

Regular Meeting/Public Hearing – June 27, 2023  
Confidential Executive Session – June 27, 2023

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

XV. Regular Meeting – Superintendent

A. Personnel

*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 resignation, with regret, of Mr. Daniel Grothues, P.E. Teacher, effective 7/5/23. (Attachment XV-A.1)
2. Resolved: That the Board rescind the appointment of Mr. Daniel Grothues for the stipend positions of Boys' Soccer and Boys' Baseball for the 2023/2024 school year.
3. Resolved: That the Board ratify the appointment of Ms. Amanda Schutzbank as a Pre-Kindergarten, Bilingual, Special Education Teacher for the 2023/2024 school year, salary guide step 10, (MA, \$76,325), per the negotiated contract agreement, under the supervision of Mr. Michael Heidelberg, Superintendent / Principal. (Attachment XV-A.3) [T]

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4. Resolved: That the Board ratify the appointment of Ms. Mary Carlsson, School Nurse for the 2023/2024 school year, salary guide step 8, (BA, \$68,125), per the negotiated contract agreement, under the supervision of Mr. Michael Heidelberg, Superintendent / Principal. (Attachment XV-A.4) [T]
5. Resolved: That the Board ratify the appointment of Ms. Brittany Dilger as a Physical Education Teacher for the 2023/2024 school year, salary guide step 2, (BA, \$56,125), per the negotiated contract agreement, under the supervision of Mr. Michael Heidelberg, Superintendent / Principal. (Attachment XV-A.5) [B]
6. Resolved: That the Board retroactively approve the following classroom aide to support students during all or part of the Bradley Beach Elementary Extended School Year Summer Program. The Program will run from July 10, 2023 to August 10, 2023 (Monday through Thursday). The hours for the classroom aides will be 3.5 Hours/day at a rate of \$20.00 per hour. [B]
- Donna Taylor
7. Resolved: That the Board approve the resignation, with regret, of Ms. Christina Boyle, ESL Teacher, effective 9/22/23. (Attachment XV-A.7)

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

B. Students

1. Resolved: That the Board approve the tuition contract for Student ID #2592 to attend Ocean Academy/Bright Harbor Healthcare from July 2023 through June 2024 at a cost of \$77,101.50. [B]

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

C. Curriculum

1. Resolved: That the Board approve Curriculum Development summer hours at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts for the following staff: [B]

Name	Subject	Hours
Ashley Fox	Algebra I	7
Courtney Hammell	Middle School Accelerated Courses, Minor Revisions	3

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

D. Policy

1. Resolved: That the Board approve the following Policy for a first reading: (Attachment XV-D.1)

<b>Policy/Regulation Number</b>	<b>Policy/Regulation Title</b>
P 2419	School Threat Assessment Team (M) (New)

2. Resolved: That the Board approve the 2023/2024 Remote (Virtual) Instruction Plan. (Attachment XV-D.2)

MOTION: Ms. Weinberg SECOND: Ms. Flynn 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 June 30, 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 June amounts:

June 15, 2023 \$217,007.19  
June 16, 2023 \$192,377.25  
June 30, 2023 \$ 61,900.50

A. Approval of Acceptance of the FY 2024 Elementary and Secondary Education (ESEA) Formula Grant Application Funds

Resolved: That the Board approve the acceptance of the FY 2024 ESEA Formula Grant Applications Funds as follows:

Program Name	FY 2023 Award Amount
ESEA Title IA	\$86,196
ESEA Title IIA	11,700
ESEA Title III	9,005*
ESEA Title IV	10,000

\*Note: The district must form a consortium for its Title III funds. Therefore, the total award amount will be total allocation of the created consortium. Therefore, the total allocation of funds is \$10,293 (\$9,005 Bradley Beach Board of Education and \$1,288 Brielle Board of Education).

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

B. Approval of FY 2024 IDEA Consolidated Formula Grant Application Submission

Resolved: That the Board approve the submission of the FY 2024 IDEA Part B Consolidated Formula Grant Application Submission:

Program Name	FY 2024 Award Amount
IDEA Basic	\$121,817
IDEA Preschool	2,871

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

C. Approval of Nonpublic School Transportation Aid (2022/2023 School Year)

Resolved: That the Board accept 2022/2023 State Nonpublic Transportation Aid in the amount of \$4,570. (Attachment XVI-C)

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

D. Approval of Extraordinary Aid – FY 2022/2023 School Year

Resolved: That the Board accept the 2022/2023 Extraordinary Aid in the amount of \$3,795. (Attachment XVI-D)

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

E. Approval of Extended School Year Transportation Route with the Monmouth-Ocean Educational Services Commission for the 2023/2024 School Year

Resolved: That the Board approve the following special education extended school year transportation route with the Monmouth-Ocean Educational Services Commission for the 2023/2024 school year: [B]

Route #	Cost Per Diem
ESY270	\$119.56

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

F. Approval of Inter-Fund Transfer from Fund 11 to Fund 20

Resolved: That the Board approve the \$52,828 inter-fund transfer from account code 11-105-100-936-00 to account 20-5200 as per the 2023/2024 school budget approved May 2, 2023.  
[B]

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

G. Approval of the Generous Donation from Bradley Beach Resident/Board Member, Noelle Weinberg

Resolved: That the Board accept the generous Home Depot Gift Card donation of \$300.00 from Bradley Beach resident/board member, Noelle Weinberg, for the purchase of one lawnmower.

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

H. Approval of Generous Donation from the Bradley Beach Parent Teacher Association

Resolved: That the Board accept the generous gift from the Bradley Beach Parent Teacher Association of having the cafeteria wall repaired and repainted. The Bradley Beach Parent Teacher Association will pay the vendor directly to have the lower wall wood paneling area prepped to install a specialized covering and to prep, patch, sandy prime and paint the existing upper plaster wall area. The total cost of this project, which is being funded and paid directly by the Bradley Beach Parent Teacher Association, is \$6,900.

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

I. Approval to Appropriate Surplus (Supplemental Stabilization Aid)

Resolved: That the Board approve to appropriate a portion of its surplus from its Fiscal Year 2023 Supplemental Stabilization Aid allocation pursuant to N.J.A.C 6A:23A-13(d)(6) and per the Supplemental Stabilization Aid guidance released by the New Jersey Department of Education. The total amount the district is withdrawing from its surplus from its Fiscal Year 2023 Supplemental Stabilization Aid allocation at this time will be \$30,415. The account code that these funds will be added to will be 11-190-100-610-00.

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

J. Approval of Purchase of Material – Lakeshore Learning Materials

Resolved: That the Board approve the purchase of material from Lakeshore Learning Materials (Quote Number 96373), which is being awarded under State Contract Number 17DP00111 in the amount of \$30,414.97. [T]

Note: The funds that will be used to purchase these materials will come from the district Fiscal Year 2023 Supplemental Stabilization Aid allocation

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

K. Approval of Business Administrator/Board Secretary’s Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending June 30, 2023 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-K)

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

L. Approval of Treasurer’s Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending June 30, 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-L)

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

M. 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 June 30, 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. Sacci VOTE: 8-0

N. Approval of Budget Transfers (2022/2023)

Resolved: That the Board approve the 2022/2023 budget transfers as listed on Attachment XVI -N.

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

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O. Approval of June 2023 Payroll

Resolved: That the Board approve the June 2023 gross payroll in the amount of \$471,284.94.

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

P. Approval of Bills Payment

Resolved: That the Board approve payment of the June 29, 2023 and the July 31, 2023 regular bills lists and as certified and approved. (Attachment XVI-P)

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

XVII. Regular Meeting – Old Business – None

XVIII. Regular Meeting – New Business – None

XIX. Public Comments – None

XX. Executive Session (if needed) – None

XXI. Adjournment

By a unanimous voice vote the meeting was adjourned at 7:51 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary