

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

OFFICIAL MINUTES

Regular Meeting
May 20, 2025

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 6:01 p.m. by President Franks at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Roll Call

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

Absent: Ms. Caruso Walker
 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 welcomed the Board to tonight's meeting. Dr. Franks then turned the meeting over to Dr. Heidelberg. Dr. Heidelberg welcomed the Bradley Beach Education Foundation President, Tracie Davis, to the meeting. Ms. Davis, on behalf of the Bradley Beach Education Foundation, awarded three monetary scholarships to three high school seniors. All three students attend Red Bank Regional High School and will attend various colleges within the state next

year. After the scholarship presentation, Dr. Heidelberg introduced the Bradley Beach PTA members, who informed the Board of Education that they will be donating \$25,000 to the school. These funds were raised during the PTA gift auction, and will help fund after-school and extra-curricular clubs next school year. After the PTA presentation, Dr. Heidelberg and Mrs. Alison Zylinski congratulated and recognized the high honor recipients for the third marking period. After the high honor roll recognition, Dr. Heidelberg, Mrs. Zylinski, and preschool teacher, Ms. Amanda Schutzebank, reviewed the dual language preschool program. The Board was given an overview of the program and how the program is performing to date. Finally, Dr. Heidelberg gave the Board an overview of the 2023/2024 HIB Self-Assessment. The district scored 77 out of 78 points.

VI. President's Report

After the student representative's report, Dr. Franks gave her president's report. She wanted to thank both the Bradley Beach Education Foundation and the Bradley Beach PTA for their support throughout the year. Moreover, she wanted to thank Dr. Heidelberg, Ms. Zylinski, and Ms. Schutzebank for their dual language presentation. Lastly, she wanted to thank the boys' baseball coach, Mr. Tom Gavin, for his donation.

VII. Student Representative's Report

After the presentations, the student representative's report was presented to the Board. Eighth-grade student, Ms. Nora Weber, reported to the Board. Before her report, Ms. Weber wanted to thank her mom, Board Member, Vice President Devane, and the entire Board for their dedication to the school. Ms. Weber reviewed the following items with the Board

1. The Philadelphia Trip
2. The Arbor Day Celebration
3. The Million Coin Challenge
4. Take Your Child to Work Day
5. NJSLA Testing
6. Teacher Appreciation Week
7. The Healthy Mind event
8. The Mother's Day events
9. Upcoming student council elections
10. The end of the spring sports season

VIII. Superintendent's Report

Dr. Heidelberg reviewed with the Board the following items:

1. The Million Coin Challenge
2. NJSLA testing
3. Teacher Appreciation Week
4. School Nurse's Day
5. The approved 2025-2026 tuition rates
6. The \$88,000 Playground Grant award from the Department of Community Affairs

IX. Committee Reports

Dr. Franks stated that the curriculum committee met and discussed all the items on tonight's agenda. They also discussed the new curriculum for next year, the Summer Extended School Year Program, the comprehensive equity plan, the update on standard-based report cards, and the upcoming Field Day.

Ms. Walleston stated that the finance and facilities committee met on May 12th and discussed the agenda items and the proposed summer projects.

Ms. Davis stated that the personnel and policy committee met on May 12th and discussed the agenda items, the AI policy, the cell phone policy, the Fordham Research Survey, and the upcoming staff assignments for next school year.

X. Public Comments – Agenda Items Only – None

XI. Executive Session

President Franks called for an Executive Session at 7:08 p.m. to discuss student and negotiation matters.

Resolved: That the Board agree to a Confidential Executive Session.

MOTION: Ms. Davis SECOND: Ms. Sacchi VOTE: 7-0

Public Workshop Reconvened

On a motion made by Ms. Flynn, and seconded by Ms. Sacchi, the Board reconvened into the workshop session at 7:31 p.m.

XII. Workshop Agenda Items

Mr. Heidelberg reviewed his agenda items with the Board, in particular the personnel agenda items.

Before reviewing his agenda items, Mr. Tonzola reminded the Board of their mandated training, and informed the Board that candidate kits are available on the New Jersey School Boards website for the November election. Mr. Tonzola then reviewed his agenda items with the Board.

On a unanimous voice vote the workshop portion of the meeting adjourned at 7:48 p.m.

XIII. Regular Meeting

The Regular Public Meeting was called to order by President Franks at 7:49 p.m.

Present:	Ms. Davis	Ms. Saldutti
	Ms. Devane	Ms. Walleston
	Ms. Flynn	Dr. Franks
	Ms. Sacchi	

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Dr. Heidelberg, Superintendent/Principal
Mr. Tonzola, Business Administrator/Board Secretary

Absent: Ms. Caruso Walker
Ms. Weinberg

XIV. Approval of Minutes

Approval of Meeting Minutes – The superintendent recommends:

Resolved: That the Board approve the Minutes of:

Regular Meeting – April 22, 2025
Confidential Executive Session – April 22, 2025

MOTION: Ms. Davis SECOND: Ms. Sacchi VOTE: 6-0-1
Ms. Davis 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 appointment of the following staff members to serve as teachers for the Bradley Beach Elementary School's Extended School Year (ESY) Program for Summer 2025. The program will operate Monday through Thursday, from July 7, 2025 through August 7, 2025. Certified teaching staff will work 3.75 hours per day at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts. Substitute positions will be filled as needed. [B]
 - Kevin Cosgrove – Teacher
 - Amanda Schutzbank – Teacher
 - Heather Sauer – Teacher
 - Stephanie Soriano – Teacher
 - Hilary Karpoff – Substitute Teacher
 - Mayra Gonzalez - Substitute Teacher
2. Resolved: That the Board approve the appointment of Ms. Jenny McCann, LDTC, and Jessica Whitman, School Psychologist to provide Child Study Team services from July 1, 2025 through August 31, 2025, not exceed a total of 20 hours with compensation at a rate consistent with the collective agreement with the Bradley Beach Education Schedule D Special Contracts. [B]

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3. Resolved: That the Board approve the appointment of Jessica Mack, Special Education Teacher/BCBA to provide ABA services to the Bradley Beach School District from July 7, 2025 through August 7, 2025, not exceed a total of 15 hours, at a compensation at a rate consistent with the collective agreement with the Bradley Beach Education Schedule D Special Contracts. [B]
4. Resolved: That the Board approve the appointment of Synergy-Rehab LLC, (Sonali Khatri, ITR/L) to provide Occupational Therapy provide services to the Bradley Beach School District from July 7, 2025 through August 7, 2025, not to exceed a total of 25 hours, at a rate of \$95 per hour. [B]
5. Resolved: That the Board approve the appointment of Speech Therapist Julie Ferwerda to provide Speech and Language services for the Bradley Beach Elementary Extended School Year Summer Program which will run from July 7, 2025 through August 7, 2025, not to exceed a total of 25 hours, at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts. [B]
6. Resolved: That the Board approve the appointment of School Nurse Katherine Braker for the Bradley Beach Elementary Extended School Year Summer Program which will run from July 7, 2025 through August 7, 2025 at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts. [B]
7. Resolved: That the Board approve the appointment of the following paraprofessionals to support students during all or part of the Bradley Beach Elementary Extended School Year Summer Program. The program will run from July 7, 2025 through August 7, 2025. The hours for paraprofessionals will be 3.5 hours/day at a rate of \$20.00/hour: [B]
 - Maria Panetta
 - Rosita Guzman
 - Claire Cooperman
8. Resolved: That the Board approve the appointment of the following substitute School Secretary for the 2024/2025 school year, at a rate of \$100.00 per day: [B]
 - Hortensia Cruz Salmoran
9. Resolved: That the Board approve the appointment of the following substitute School Nurse for the 2024/2025 school year, at a rate of \$100.00 per day: [B]
 - Kelli O'Keefe
10. Resolved: That the Board approve the appointment of the following lunch aide for the 2024/2025 school year, at a rate of \$17.50 per hour. [B]
 - Brianna J. Hernandez

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11. Resolved: That the Board approve the appointment of the following substitute lunch aide for the 2024/2025 school year, at a rate of \$17.50 per hour. [B]

- Hortensia Cruz Salmoran

12. Resolved: That the Board approve the appointment of the following substitute teacher for the 2024/2025 school year, at a rate of \$100.00 per day. [B]

- Mayra Gonzalez

13. Resolved: That the Board approve the appointment of the tenured teaching staff for the 2025/2026 school year, as on file in the Office of the Superintendent.
(Attachment XV-A.13)

14. Resolved: That the Board approve the appointment of non-certificated and support staff for the 2025/2026 school year, as on file in the Office of the Superintendent.
(Attachment XV-A.14)

15. Resolved: That the Board approve a retroactive adjustment to the hourly compensation rate for the following 3rd and 4th grade club advisors to \$45.00 per hour, effective January 1, 2025: [G]

- Ms. Donna Taylor
- Ms. Maria Panetta

16. 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
Lucia Newberry Hilary Karpoff	6-05-25	ESL Collaboration Symposium	Hazlet Middle School	\$0
Heather Sauer Kristin Goldsworthy	5-28-25 5-29-25	Open Sci Ed Launch and Unpacking	Rutgers University	\$250
David Tonzola	5-30-25	NJSBA Virtual Spring Conference	Virtual	\$99

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

B. Students – The superintendent recommends:

1. Resolved: That the Board affirms the HIB determination, from April 2025, as presented by Dr. Heidelberg in executive session at the April Board of Education meeting.

2. Resolved: That the Board approves the Bradley Beach Elementary School Bullying Specialist's Harassment, Intimidation, and Bullying self-assessment report for the 2023/2024 school year. (Attachment XV-B.2)
3. Resolved: That the Board approve the following 2024/2025 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
6/6/25	Preschool-8th Grade Field Day	Bradley Beach Boardwalk and Beach	\$0	\$225

MOTION: Ms. Davis SECOND: Ms. Sacchi VOTE: 7-0

C. Curriculum – The superintendent recommends:

1. Resolved: That the Board approve the allocation of curriculum writing hours for the 2025/2026 school year as outlined below. These opportunities will support instructional alignment with the New Jersey Student Learning Standards and district academic priorities:

Course	Number of Hours
AVID Course 3	7
Science, K-8	36
World Language, Grade 7	7
World Language, Grade 8	7
English Language Arts, Grade 7	2
English Language Arts, Grade 8	2

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

Course	Grade Level
World Language	K-8

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

D. Policy – The superintendent recommends:

1. Resolved: That the Board approve the following Policies and Regulations for adoption: (Attachment XV-D.1)

Policy/Regulation Number	Policy/Regulation Title
P 5111	Eligibility of Resident/Nonresident Students (M) (Revised)

P 5111.01	Non-Resident Tuition Students
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2. Resolved: That the Board approve the Affirmative Action Team to conduct a thorough needs assessment and to develop the district's Comprehensive Equity Plan (CEP) in accordance with N.J.A.C. 6A:7-1.4(c).
3. Resolved: That the Board approve the Comprehensive Equity Plan, as developed by the Affirmative Action Team, including the completed needs assessment, and authorizes its submission to the Executive County Superintendent, in compliance with N.J.A.C. 6A:7-1.4(e). (Attachment XV-D.3)

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

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 April 30, 2025 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 April amounts:

April 11, 2025 \$219,305.65
April 30, 2025 \$208,806.36

A. The Superintendent Recommends the Approval of Application for Extraordinary Aid – FY 2024/2025 School Year

Resolved: That the Board approve the Application for Extraordinary Aid for the FY 2024/2025 school year.

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

B. The Superintendent Recommends the Approval of Additional Appointments/Reappointments

Resolved: That the Board approve the additional following appointments/reappointments for the 2025/2026 school year:

504 Officer	Mrs. Alison Zylinski
BSI Contact Person	Mrs. Morgan Maclearie-Gonzalez
Right To Know Contact Person	Mr. Philip Henderson
AHERA Representative	Mr. Philip Henderson
Integrated Pest Mgmt. Contact Person	Mr. Philip Henderson
Public Agency Compliance Officer	Mr. David Tonzola
Open Public Records Administrator	Mr. David Tonzola
Purchasing Agent	Mr. David Tonzola
Affirmative Action Officer	Mrs. Morgan Maclearie-Gonzalez
Title IX Contact Person	Mrs. Morgan Maclearie-Gonzalez
Substance Abuse Coordinator	Mrs. Alison Zylinski

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

C. The Superintendent Recommends the Approval of Health/Dental Insurance Providers/Rates (2025/2026)

Resolved: That the Board approve the following insurance providers/rates for the 2025/2026 school year:

Horizon Health/Prescription/Dental Coverage

Horizon POS Health Plan

Horizon Blue Cross Blue Shield of New Jersey
Newark, NJ

Monthly Premiums

	<u>Health/Prescription</u> (Group # 82768-03)
Single	\$1,559.14
2 Adults	3,302.55
Parent/Child	2,556.58
Family	4,408.46

Horizon Direct Access – NJ Educators Health Plan (NJEHP)

Horizon Blue Cross Blue Shield of New Jersey
Newark, NJ

Monthly Premiums

	Health (Group # 82768-35)	Prescription (Group #82768-35)	Total Premium Cost
Single	\$1,162.92	\$348.30	\$1,511.22
2 Adults	2,463.31	737.78	3,201.09
Parent/Child	1,906.91	571.12	2,478.03
Family	3,288.20	984.83	4,273.03

Horizon Direct Access – Garden State Health Plan (GSHP)

Horizon Blue Cross Blue Shield of New Jersey
Newark, NJ

Monthly Premiums

	Health (Group # 82768-40)	Prescription (Group #82768-40)	Total Premium Cost
Single	\$1,114.09	\$348.30	\$1,462.39
2 Adults	2,359.85	737.78	3,097.63
Parent/Child	1,862.82	571.12	2,433.94
Family	3,150.10	984.83	4,134.93

Horizon Dental Option Plan

Horizon Blue Cross Blue Shield of New Jersey
Newark, NJ

Monthly Premiums

	<u>Dental</u> (Group # 82768-30)
Single	\$ 56.20
Family	157.36

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

D. The Superintendent Recommends the Approval of Food Service Contract with Maschio's Food Services, Inc. (Food Service Management Company)

Resolved: That the Board award the Food Service Management Contract to Maschio's Food Services, Inc., Chester, NJ for management of the District's food service operations for the 2025/2026 school year at the following Management Fee of \$10,250. The total cost of the contract for the 2025/2026 school year is \$170,809.02. Maschio's Food Services,

Inc. guarantees that the bottom line on the operational report (total revenue for all sources less program cost, including management fee) will be a loss no greater than \$25,000.

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

E. The Superintendent Recommends the Approval of Lunch/Breakfast Prices – 2025/2026 School Year

Resolved: That the Board approve the following lunch/breakfast prices for the 2025/2026 school year:

Student Lunch	\$3.75
Student Breakfast	\$2.00
Adult Lunch	\$4.25
Adult Breakfast	\$2.40

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

F. The Superintendent Recommends the Approval of Proposal - The Gillespie Group

Resolved: That the Board approve The Gillespie Group, 5 Chris Court, Suite G, Dayton, NJ 08810, to provide the removal of the existing and installation of new vinyl composite tile for the basement green hallway. The pricing is per the Educational Service Commission of New Jersey Cooperative #65MCESCCPS-ESCNJ Bid #23/24-14. The total of the proposal is \$22,959.56. [B]

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

G. The Superintendent Recommends the Approval of Proposal – The Gillespie Group

Resolved: That the Board approve The Gillespie Group of 5 Chris Court, Suite G, Dayton, NJ 08810 to provide the removal of the existing and installation of new rubber ramp tile in the cafeteria. The pricing is per the Educational Service Commission of New Jersey Cooperative #65MCESCCPS-ESCNJ Bid #23/24-14. The total of the proposal is \$2,359.12. [B]

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

H. The Superintendent Recommends the Approval of the Appointment of School Board Auditor

Resolved: That the following resolution is hereby adopted:

RESOLUTION AUTHORIZING AN AGREEMENT FOR AUDITING SERVICES
ADOPTED BY THE BRADLEY BEACH BOARD OF EDUCATION IN THE
COUNTY OF MONMOUTH

WHEREAS, there exists a need for auditing services for the Bradley Beach Board of Education; and

WHEREAS, such auditing services can be provided only by a Certified Public Accountant and is so recognized as such; and Robert Allison of Holman, Frenia and Allison, P.C., 1985 Cedar Bridge Avenue, Suite 2, Lakewood, NJ 08701;

WHEREAS, the fees for the audit will be \$30,500 annually;

NOW THEREFORE, BE IT RESOLVED, BY THE BRADLEY BEACH BOARD OF EDUCATION, IN THE COUNTY OF MONMOUTH AS FOLLOWS:

1. Robert Allison of Holman, Frenia and Allison, P.C. is hereby appointed as Board Auditor for the period July 1, 2025 to June 30, 2026.
2. The contract is award without competitive bidding as a “Professional Service” in accordance with the Public School contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution shall be placed on file with the Secretary of the Board. [B]

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

I. The Superintendent Recommends the Approval of the Generous Donation from Mr. Tom Gavin

Resolved: That the Board approve the acceptance of the generous donation of custom “Breakers Baseball 2025” shirts for the Bradley Beach Elementary School baseball team. The monetary value of this donation is approximately \$350.00.

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

J. The Superintendent Recommends the Approval of the Sustainable Jersey Grant

Resolved: That the Board approve the acceptance of the \$2,000 Sustainable Jersey Grant. Furthermore, that the Board authorize the Business Administrator to create budget account 20-001-200-320-00-SJ as well as revenue code 20-1000-001-SJ to account for this transaction.

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

K. 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 April 30, 2025 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-K)

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

L. 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 April 30, 2025 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: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

M. 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 April 30, 2025, 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: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

N. The Superintendent Recommends the Approval of Budget Transfers (2024/2025)

Resolved: That the Board approve the 2024/2025 budget transfers as listed on Attachment XVI-N.

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

O. The Superintendent Recommends the Approval of April 2025 Payroll

Resolved: That the Board approve the April 2024 gross payroll in the amount of \$428,112.01.

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 7-0

P. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the May 20, 2025 regular bills list and as certified and approved. (Attachment XVI-P)

MOTION: Ms. Flynn SECOND: Ms. Davis VOTE: 7-0

XVII. Regular Meeting – Old Business – None

XVIII. Regular Meeting – New Business

Ms. Flynn gave the Board an update on the PTA and the Bradley Beach Recreation Department.

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Ms. Saldutti gave the Board an update on upcoming BBBCA events.

XIX. Public Comments – None

XX. Executive Session (if needed)

President Franks called for an Executive Session at 7:58 p.m. to discuss personnel matters.

Resolved: That the Board agree to a Confidential Executive Session.

MOTION: Ms. Davis SECOND: Ms. Sacci VOTE: 7-0

XXI. Adjournment

By a unanimous voice vote the meeting was adjourned from the Executive Session at 8:35 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary