

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

Regular Meeting
December 16, 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 6:04 p.m. by President Franks at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Roll Call

Present: Ms. Caruso Walker Ms. Sacci
Ms. Davis Ms. Saldutti
Ms. Devane, arrived 7:01pm Ms. Walleston
Ms. Flynn Dr. Franks
Dr. 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 welcomed the Board to tonight's meeting. Dr. Franks turned the meeting over to Dr. Heidelberg, who first recognized the high honor roll students. Dr. Heidelberg called the high honor roll recipients to the stage and presented them with certificates. After recognizing the high honor roll recipients, Dr. Heidelberg recognized the girls' and boys' soccer teams. Dr. Heidelberg called players to the stage and presented them with certificates. After the high honor roll and fall sports recognitions, Dr. Heidelberg turned the meeting over to Mr. Isaac Arrieta-Ojeda, the student representative, to go over his report. After the student representative report, Dr. Heidelberg turned the meeting over to the district's auditors, Mr. Christopher Soleberry and Ms. Kimberly Anilonis, from the firm Holman Frenia and Allison, PC, to present the fiscal year 2025 audit to the Board. Mr. Soleberry

discussed with the Board the independent auditor's opinion and the different audits conducted. These included the regular audit, the internal controls audit, and the single audit, which covered the grants the district received throughout the fiscal year. Mr. Soleberry also discussed the Board's fund balance and surplus accounts. After the auditor's report, Dr. Heidelberg turned the meeting over to the New Jersey School Boards Association field service representative, Dr. Tim Teehan. Dr. Teehan presented a professional development session on roles and responsibilities. The workshop focused on the four functions of the Board: policy, planning, appraisal, and communication.

VI. President's Report

Dr. Franks thanked the Board and the community for their support throughout the year and wished everyone a wonderful Holiday and a great New Year.

VII. Student Representative's Report

Mr. Isaac Arrieta-Ojeda, an 8th grade student, gave the student representative report. Mr. Arrieta-Ojeda informed the Board of the current events at the school. Mr. Arrieta-Ojeda discussed the following with the Board.

1. The girls' and boys' basketball season openers
2. The annual Turkey Shoot (staff vs students basketball game)
3. The start of the cheerleading season
4. The recently held parent-teacher conferences
5. The recently held Coffee Talks
6. The computer club competitions
7. The 8th grade high school application process
8. The Holiday Shop
9. The recently held food drives for the Bradley Beach Food Pantry

VIII. Superintendent's Report

Dr. Heidelberg highlighted the following events at the school:

1. The coordinated lockdown drill
2. The 2025/2026 teacher and education support professional of the year recipients
3. No new HIB investigations to report
4. The recently held winter concert
5. The annual Turkey Shoot (staff vs students basketball game)
6. The receipt of a \$10,000 grant from the Young Audiences' Art Lab
7. The computer club competitions
8. A thank you to Ms. Katelyn Saldutti for her help with the Holiday Gift Drive
9. A thank you to Ms. Noelle Weinberg for her help with the Holiday Food Drives

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IX. Committee Reports

Dr. Franks stated that the curriculum committee met and discussed the agenda items and the following:

1. Reviewed the student learning standards
2. The need to update the curriculum for science
3. Data dive as it relates to professional development
4. The upcoming February professional development day
5. DBQ project training
6. The required literacy training
7. The Bradley Beach library events

Ms. Walleston stated that the finance and facilities committee met on December 9th and discussed all the items on tonight's agenda. The committee also held the fiscal year 2025 audit exit conference with the district's auditor, Christopher Bodeker.

Ms. Davis stated that the policy and personnel committee did not meet this month, but reviewed the agenda items via email.

X. Public Comments – Agenda Items Only - None

XI. Executive Session - None

XII. Workshop Agenda Items

Dr. Heidelberg reviewed his agenda items with the Board. In particular, he expressed his thanks and appreciation for Ms. Jeanne Acerra and her over 30 years of service to the Bradley Beach Board of Education.

Before reviewing his items with the Board, Mr. Tonzola reminded the Board of the reorganization meeting on Tuesday, January 6th, at 6:00 p.m. Mr. Tonzola reviewed the reserve accounts and the excess surplus balance from the audit with the Board and thanked both Ms. Josephine Palmieri and Ms. Patty Hunter for their help in completing the fiscal year 2025 audit.

By a unanimous voice vote, the workshop portion of the meeting was adjourned at 7:43 p.m.

XIII. Regular Meeting

The Regular meeting was called to order by President Franks at 7:44 p.m.

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

Absent: Ms. Weinberg

XIV. Approval of Minutes

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – November 18, 2025
Confidential Executive Session – November 18, 2025 (First)
Confidential Executive Session – November 18, 2025 (Second)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 7-0-1
Ms. Flynn
abstained

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 following personnel for extra-curricular positions for the 2025/2026 school year, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [G]

Position	Staff Member(s)	Payment
3rd and 4th Grade Club (Lego / STEM and Physical Activity)	Ms. J. DiZefalo Ms. S. Soriano Ms. M. Panetta	\$45.00 Per Hour, at a total cost not to exceed \$3,834 for each staff member

2. Resolved: That the Board accept, with regret, the retirement of Ms. Jeanne Acerra, effective July 1, 2026. (Attachment VI-A.2)

3. Resolved: That the Board approve the appointment of the following substitute teacher, counselor or paraprofessional for the 2025/2026 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Kathryn Gioia

4. Resolved: That the Board approve the following staff to serve as translators as needed for the 2025/2026 school year, paid at the contractual rate of \$45.00 per hour, under the supervision of Dr. Michael Heidelberg, Principal / Superintendent: [B]

- Jessica Santamaria Delgado
- Rosita Guzman
- Kelsey Carpino
- Amanda Schutzbank

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5. Resolved: That the Board approve the following student observer placements for the 2025-2026 school year, under the supervision of Ms. Morgan Maclearie-Gonzalez, Director of Curriculum and Instruction:

Name	University	Cooperating Teacher	Timeline
Ruby Almanzar	Brookdale Community College	Bradley Beach Teaching Staff	December – June
Kelsey Comerford	Brookdale Community College	Amanda Silverstein Jennifer Pingitore	December - January

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

B. Students

1. Resolved: That the Board affirms the HIB determination, (one unfounded HIB) from November 2025 as presented by Dr. Heidelberg in executive session at the November Board of Education meeting.
2. Resolved: That the Board approve the following 2025/2026 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
3/13/2026	Grade 4 and 5	Liberty Science Center	\$650	Klarr - \$1,050
4/21/2026	Environmental Club	Kula Farms	N/A	Bus not to exceed \$225 First Student
5/2026	Kindergarten / 1st Grade	Planetarium / Insectropolis	\$1,100	\$900

3. Resolved: That the Board approve the acceptance of the RISE (Reading Intervention for Secondary Engagement) grant in the amount of \$19,443.

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

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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 November 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 November amounts:

November 14, 2025 \$224,051.31
November 26, 2025 \$211,630.45

A. The Superintendent Recommends the Approval of the Results of Annual School Election – November 4, 2025

Resolved: That the Board make the following Combined Statement of Results of the Annual School Election of the Bradley Beach Board of Education, held on November 4, 2025 part of the December 16, 2025 minutes. (Attachment XVI-A)

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

B. The Superintendent Recommends the Approval of Acceptance of the 2024/2025 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, 2024 through June 30, 2025 (Attachment XVI-B)

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

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

C. The Superintendent Approves the Submission of the Schematic Plans for the Replacement of the Steam Boiler Accessory Equipment at Bradley Beach Elementary School

Resolved: That the Board approve the following resolution:

Whereas, The Board of Education of Bradley Beach School District in the County of Monmouth, New Jersey (the Board) desires to proceed with a school facilities project consisting generally of:

Replacement of the Steam Boiler Accessory Equipment at the Bradley Beach Elementary School

Whereas, The Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF BRADLEY BEACH ELEMENTARY SCHOOL DISTRICT IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirement of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plan prepared in connection with the project, and the Board further authorizes the submission of same to the Monmouth County Superintendent of School and the New Jersey Department of Education for approval

Section 2. The Board hereby authorizes the amendment to its Long Range Facilities Plan in order to reflect proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution.

Section 4. This project is being funded as an “other capital project” and will not require state funding and the District is not seeking a grant.

Section 5. This resolution shall take effect immediately.

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

D. The Superintendent Recommends the approval of Donation from Donors Choose

Resolved: That the Board approve the generous donation from Donors Choose as per attachment XVI- D.

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

E. The Superintendent Recommends the approval of participation in the Young Audiences' Art Lab

Resolved: That the Board approve the approval of participation in the Young Audiences' Art Lab and the acceptance of \$10,000 worth of Young Audiences programming for the 2025-2026 school year. (Attachment XVI-E)

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

F. The Superintendent Recommends the Approval of the Donation of Gift Cards

Resolved: That the Board approve the generous donation of supermarket gift cards (valued at \$350.00), from the Weinberg family, for the benefit of district families identified as being in financial need. The Board authorizes the Superintendent to oversee the confidential distribution of these cards in accordance with Policy 7230 and applicable New Jersey statutes.

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

G. The Superintendent Recommends the Approval of the Donation of Gift Cards

Resolved: That the Board approve the generous donation of supermarket gift cards, (valued at \$200.00), from an anonymous donor, for the benefit of district families identified as being in financial need. The Board authorizes the Superintendent to oversee the confidential distribution of these cards in accordance with Policy 7230 and applicable New Jersey statutes.

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

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

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

I. 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 November 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-I)

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

J. 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 November 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. Caruso Walker VOTE: 8-0

K. The Superintendent Recommends the Approval of Budget Transfers (2025/2026)

Resolved: That the Board approve the 2025/2026 budget transfers as listed on Attachment XVI-K.

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

L. The Superintendent Recommends the Approval of November 2025 Payroll

Resolved: That the Board approve the November 2025 gross payroll in the amount of \$435,681.76.

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

M. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the December 16, 2025 regular bills list and as certified and approved. (Attachment XVI-M)

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

XVII. Regular Meeting – Old Business

Dr. Franks stated that she emailed the ad hoc public relations committee minutes to the Board.

XVIII. Regular Meeting – New Business

Ms. Flynn gave the Board an update on the Bradley Beach Recreation events.

Ms. Flynn gave the Board an update on the Parent Teacher Association events.

XIX. Public Comments - None

XX. Executive Session - None

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XXI. Adjournment

By a unanimous voice vote, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary