

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**January 20, 2026**

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

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 then turned it over to Mr. Dean Barratt, the student representative, to go over his report. After the student representative report, Dr. Heidelberg reviewed the School Safety and Data System Report. The report covered the period of September 2025 through December 2025. The report included the number of incidents reported at the school during the reporting period. Moreover, Dr. Heidelberg discussed the various training sessions held for staff, as reported in the School Safety and Data System report.

VI. President's Report

Dr. Franks acknowledged that January is School Board Recognition month and that the Board will share information to the public on the Board's social media accounts about the roles of school board members.

VII. Student Representative's Report

Mr. Dean Barratt, a 5th-grade student, gave the student representative report. Mr. Barratt informed the Board of the current events at the school. Mr. Barratt discussed the following with the Board.

1. Safety Patrol activities
2. Computer Club activities
3. Newspaper Club activities
4. The wildlife assembly
5. Whole school morning meeting
6. Boys and Girls Basketball season update
7. The Snowball Dance
8. The Battle of the Classes event

VIII. Superintendent's Report

Dr. Heidelberg discussed the following items with the Board:

1. The newly enacted cell phone bill
2. The recognition of the Board during Board Appreciation Month
3. A review of the upcoming events, including Kindness Week, SOLE events, the 8th-grade bowling event, Family Fun Night and the Jazz Fest

Lastly, Dr. Heidelberg reported that there were no HIB incidents to report since the December Board meeting.

IX. Committee Reports

Ms. Davis reviewed the policy and personnel committee meeting report with the Board. The committee reviewed the agenda items at its meeting.

X. Public Comments – Agenda Items Only

XI. Executive Session (if needed)

XII. Workshop Agenda Items

Dr. Heidelberg reviewed his agenda items and thanked the Board for its dedication during School Board Recognition Month.

Before reviewing his agenda items with the Board, Mr. Tonzola reminded Board Members who need to complete the mandatory training that they have until the end of the calendar year to do so. Moreover, Mr. Tonzola stated that the financial disclosure form emails have been sent out and that the forms are due April 30th. Mr. Tonzola then reviewed his agenda items with the Board, in particular, the budget calendar.

By a unanimous voice vote the workshop portion of the meeting was adjourned at 6:38 p.m.

XIII. Regular Meeting

The Regular Meeting was called to order by President Franks at 6:39 p.m.

Roll Call

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

XIV. Approval of Minutes

Approval of Meeting Minutes – The superintendent recommends:

Resolved: That the Board approve the Minutes of:

Regular Meeting – December 16, 2025

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0-1  
Ms. Weinberg Abstained

Resolved: That the Board approve the Minutes of:

Reorganization Meeting – January 6, 2026

MOTION: Ms. Davis SECOND: Ms. Sacci VOTE: 9-0

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.*

Official Minutes  
 Regular Meeting  
 January 20, 2026.

1. Resolved: That the Board approve the salary adjustment for Ms. Heather Mansur, from BA, Step 7, to BA+15, Step 7, at an annual salary of \$68,275, effective February 1, 2026, in accordance with the negotiated agreement. [T]
2. Resolved: That the Board approve the attendance and the registration cost of the following staff / Board members for engagement in the designated professional training: [B/G]

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost
April Davis Liza Flynn Noelle Weinberg	2-2-26	NJSBA Lead Master Class Series 2026 – Session 2	Virtual	\$99.00 each Total Cost \$297.00
Liza Flynn Elizabeth Franks Felicia Sacci Katelyn Saldutti Noelle Weinberg	2-19-26	NJSBA Lead Master Class Series 2026 – Session 3	Virtual	\$99.00 each Total Cost \$495.00
Amanda Silverstein	2-12-26	Finding the Balance: Integrating Reading Workshop and Science of Reading	Virtual	\$295.00

3. Resolved: That the Board approve the following clinical practice placements for the 2025-26 school year, under the supervision of Ms. Morgan Maclearie-Gonzalez, Director of Curriculum and Instruction:

Name	University	Cooperating teacher	Timeline
Taylor Suckey	Brookdale Community College	Ashley Fox Julie Ellner Courtney Hammell	January - May 2026

4. Resolved: That the Board approve the appointment of Mr. Anthony LeProtta to support the 2026 Jazzfest event at a rate of \$45.00 per hour, for hours to be determined, on February 6-8, 2026. Compensation will be reimbursed in full by Jazzfest, through the Borough of Bradley Beach and its Department of Tourism, as part of the event costs.
5. Resolved: That the Board approve the appointment of the following staff members to facilitate the 3rd/4th Grade Physical Education Club for the 2025/2026 school year, under the supervision of Dr. Michael Heidelberg, Principal/Superintendent. [G]

Staff Member	Position	Hourly Rate
Ms. Courtney Hammell	Teacher	\$45.00
Ms. Julie Ellner	Teacher	\$45.00

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 9-0

B. Students

1. 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:

Date	Grade	Location	Cost	Bus
4/13/2026	Environmental Club	Beach Clean Up	\$270	No bus
4/21/2026	Environmental Club	Kula Farms	\$200 (This is a modification)	Bus not to exceed \$225 First Student Inc.
2/23/2026	6th and 7th Gifted and Talented	Middletown Arts Center	\$475	No bus
3/17/2026	Preschool Classes	Jenkinson’s Aquarium	\$415	\$350 First Student Inc
04/30/2026	3rd Grade	Allaire State Park Historic Village	\$300	\$400 First Student Inc

2. Resolved: That the Board approve a partner agreement with Fulfill Food Bank of Monmouth and Ocean Counties to administer a pilot Backpack Program for the 2025–2026 school year. The program provides discreet, weekly backpacks of shelf-stable food to students over weekends and school breaks, at no cost to the district. (Attachment XV-B.2)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

C. Policy

1. Resolved: That the Board approve the following Policies and Regulations for first read. (Attachment XV-C.1)

Policy/Regulation Number	Policy/Regulation Title
P 0142.1	Nepotism (M) (Revised)
P 1220	Employment of Chief School Administrator (M) (Revised)
P & R 1552	Sexual Harassment – Staff (M) (New)
P 3362	Sexual Harassment (M) (Abolished)
R 3362	Sexual Harassment of Teaching Staff Members Complaint Procedure (Abolished)
P 4352	Sexual Harassment (M) (Abolished)
R 4352	Sexual Harassment of Support Staff Members Complaint Procedure (Abolished)

2. Resolved: That the Board approve the Bradley Beach Elementary School District calendar for the 2026–2027 school year. (Attachment XV-C.2)
3. Resolved: That the Board adopt the following resolution:

**WHEREAS**, The New Jersey School Boards Association has declared January 2026 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 2026 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 staff toward the advancement of our children’s education.

MOTION: Ms. Davis      SECOND: Ms. Caruso Walker      VOTE: 9-0

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, 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 December amounts:

December 15, 2025	\$226,612.66
December 23, 2025	\$260,770.28

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 2026/2027 Tentative Budget on Tuesday, March 17, 2026, at 6:00 p.m.
2. Special Formal Public Meeting/Final Adoption of the 2026/2027 School Budget on Tuesday, May 5, 2026, at 6:00 p.m. for the purpose of conducting a formal public hearing on the proposed budget for the 2026/2027 school year.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

B. The Superintendent Recommends the Approval of the Budget Calendar

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

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

C. The Superintendent Recommends the Approval to Request Approval to Delete Stale Dated Checks

Resolved: That the Board approve the deletion of the following stale dated checks from the Bradley Beach Payroll Account ending in 0089:

Check Date	Check Number	Check Amount
5/30/2025	37648	\$25.75
6/30/2025	37680	225.23

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

D. The Superintendent Recommends the Approval to Accept 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: 9-0

E. The Superintendent Recommends the Approval of Bradley Beach Elementary School Parent Teacher Association Donation

Resolved: That the Board approve the acceptance of the donation of \$512.00 from the Bradley Beach Elementary School Parent Teacher Association to be used for pre-k through seventh grade school field trips. Furthermore, that the Board authorize the Business Administrator to create budget account 20-001-100-800-26-PT as well as revenue code 20-1000-001-PT to account for this transaction.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

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

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

G. 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, 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-G)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

H. 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, 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: 9-0

I. 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-I.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

J. The Superintendent Recommends the Approval of December 2025 Payroll

Resolved: That the Board approve the December 2025 gross payroll in the amount of \$487,382.94.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

K. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the January 20, 2026, regular bills list and as certified and approved. (Attachment XVI-K)

MOTION: Ms. Flynn SECOND: Ms. Davis VOTE: 9-0

XVII. Regular Meeting – Old Business

Dr. Franks stated that the ad hoc public relations committee would be meeting on January 21st.

XVIII. Regular Meeting – New Business

Ms. Devane gave the Board an update on the Bradley Beach Historical Society meeting.

Ms. Saldutti gave the Board an update on the BBICA's upcoming events.

Dr. Franks inquired of the Board whether any members would like to serve as the official Monmouth County School Board Representative for the Board.

XIX. Public Comments - None

XX. Executive Session

President Franks called for an Executive Session at 6:56 p.m. to discuss personnel issues.  
Resolved: That the Board agree to a Confidential Executive Session

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

XXI. Adjournment

By a unanimous voice vote the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary