

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**November 19, 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 7:16 p.m. by President Franks at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Roll Call

Present:        Ms. Caruso Walker    Ms. Saldutti  
                     Ms. Davis                Ms. Walleston  
                     Ms. Devane              Ms. Weinberg  
                     Ms. Flynn                Dr. Franks  
                     Ms. Sacci  
                     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 then turned the meeting over to Dr. Heidelberg to review the workshop discussion items. The first item that Dr. Heidelberg discussed was the recognition of the Silver Certificate for Sustainable Jersey for Schools. Dr. Heidelberg thanked all those individuals who helped make this recognition possible. Dr. Heidelberg thanked Bradley Beach Elementary School teachers, Ms. Marissa Vitale, Ms. Heather Sauer, and Ms. Ashley Fox. Dr. Heidelberg also thanked Board Member, Ms. Bridget Devane for her assistance with this recognition. After Dr. Heidelberg had conducted the Sustainable Jersey recognition, he introduced Ms. Melissa Butler, a member of the Parent Teacher Organization. Ms. Butler presented the Board with a check for \$3,350. The check was related to the PTO's fundraising activities while

conducting their 50/50 raffle. The funds will support the 8th Grade Washington Trip and various pre-k through 7th grade field trips.

VI. President's Report

After the discussion items, Dr. Franks gave her president's report. Dr. Franks discussed the following items:

1. The upcoming December 5th Monmouth County School Board Workshop concerning AI.
2. Congratulated the incumbent Board members who won reelection.

VII. Student Representative's Report

After Dr. Frank's president's report, Ms. Roselyn Garcia, an 8th-grade student, gave the student representative report. Ms. Garcia informed the Board of the current events that have happened and will happen in the upcoming weeks. Ms. Garcia discussed the following with the Board.

1. Pre-k field trips
2. Pre-k pumpkin painting
3. Halloween Parade
4. Fall sports season conclusion
5. Safety Patrol responsibilities
6. Veteran Day activities
7. Math Prep Class
8. Computer Club
9. Boys and Girls Basketball seasons have begun.

VIII. Superintendent's Report

After the Student Representative Report, Dr. Heidelberg gave the Board his superintendent's report. Dr. Heidelberg gave the Board an overview of the recent events held at Bradley Beach from the previous board meeting. These events included:

1. Red Ribbon Week
2. The Halloween Parade
3. College Culture Fridays
4. The Veterans Day Celebration
5. The Coffee Talk Workshops
6. The upcoming Turkey Shoot on 11/27/24

IX. Committee Reports

Ms. Flynn stated that the curriculum committee discussed all the items on this evening's agenda.

Ms. Walleston stated that the finance and facilities committee met on November 12th and discussed all the items on tonight's agenda.

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Ms. Sacci stated the policy and personnel committee met and discussed the review process for the non-mandated policies that Strauss Esmay recommended the board review.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:05 p.m.

X. Public Comments – Agenda Items Only – None

XI. Executive Session (if needed) – None

XII. Workshop Agenda Items

Dr. Heidelberg reviewed his agenda items with the Board, particularly the personnel items. After Dr. 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, to do so. Mr. Tonzola reviewed his agenda items with the Board.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:05 p.m.

XIII. Regular Meeting

The Regular Public Meeting was called to order by President Franks at 8:06 p.m.

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

XIV. Approval of Minutes

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – October 15, 2024

MOTION: Ms. Davis SECOND: Ms. Caruso Walker 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*

1. 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	4/29/25 4/30/25	2025 ADL 5 Virtual AVID District Leadership Training	Virtual	\$0
Jeanne Acerra	12/06/24	Annual Council of Holocaust Educators Conference	Brookdale Community College	\$0
Christian Monterrosa	1//29/25- 1/31/25	Techspo	Atlantic City	At a cost not to exceed \$700

2. 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, under the supervision of Dr. Michael Heidelberg, Principal / Superintendent: [B]

- Gavin C. Latshaw

3. Resolved: That the Board approve the request for maternity leave by Ms. Ashley Fox, beginning on or about March 17, 2025, and ending on or about October 22, 2025, utilizing sick leave and FMLA. (Attachment XV-A.3)

4. Resolved: That the Board approve the appointment of Ms. Carmen Torres as a substitute secretary to cover additional hours at the rate of \$19.55 per hour for the 2024/2025 school year. [B]

5. Resolved: That the Board approve the appointment of the following paraprofessionals to work additional hours as needed to support special education students in extracurricular activities and events for the 2024/2025 school year at the rate of \$20.00 per hour: [T]

- Donna Taylor
- Danielle Dolan
- Tetianna Dymytryshyn
- Marielle Gerbino
- Maria Panetta
- Nichole Covert

6. Resolved: That the Board approve Norge Cardoza as a Substitute Custodian for the 2024/2025 school year at a rate of \$17.50 per hour, under the supervision of Mr. David Tonzola. [B]

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

7. Resolved: That the Board approve the following personnel for stipend positions for the 2024/2025 school year as agreed in the BBFA Collective Bargaining Agreement, under the

supervision of Dr. Michael Heidelberg, Principal / Superintendent, noting the approval of the Executive County Superintendent: [B]

Position	Staff Member(s)	Payment
Boys Basketball	Mr. K. Walker	\$3,834.00

MOTION: Ms. Caruso Walker SECOND: Ms. Davis VOTE: 7-0-2  
Ms. Caruso Walker recused  
Dr. Franks recused

8. Resolved: That the Board approve an adjustment to the rate for services provided by Synergy Rehab to \$95.00 per hour, effective immediately. [T]

9. Resolved: That the Board approve the appointment of the following substitute nurse for the 2024/2025 school year, at a rate of \$125.00 per day, under the supervision of Dr. Michael Heidelberg, Principal / Superintendent: [B]

- Kathy Scala

10. Resolved: That the Board approve the appointment of the following substitute paraprofessional for the 2024/2025 school year, at a rate of \$20.00 per hour, under the supervision of Ms. Alison Zylinski and Dr. Michael Heidelberg, Principal / Superintendent: [B]

- Jesica Santamaria Delgado

11. Resolved: That the Board approve the appointment Dr. Michael Heidelberg, Superintendent / Principal as the Bradley Beach Artificial Intelligence (AI) Coordinator.

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

B. Curriculum – The superintendent recommends:

1. Resolved: The Board approve the submission of the 2025/2026 Preschool Program Plan, including the Pre-Kindergarten Projected Enrollment, MS Form Survey, Statement of Assurance (SOA), and District Contact Chart, to the New Jersey Department of Education. (Attachment XV-B.1)

2. Resolved: That the Board approve the partnership agreement between Monmouth University and Bradley Beach Elementary School, effective from November 20, 2024, through August 31, 2029. This collaboration will support Bradley Beach students and provide Monmouth University students with fieldwork, student teaching, and internship opportunities. (Attachment XV-B.2)

3. Resolved: That the Board adopt the following resolution:

Resolution of Support from Bradley Beach BOE

Authorizing the Sustainable Jersey for Schools Small Grant Application

WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, The Bradley Beach Board of Education of seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, Bradley Beach School District is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

THEREFORE, the Bradley Beach Board of Education has determined that Bradley Beach School district should apply for the aforementioned grant program. The Grant will be titled Active Learning in Health Education and this project aims to provide our teachers with professional development on incorporating active learning strategies into health education, with an emphasis on physical movement, hands-on activities, and real-life applications of health concepts. The focus will be on equipping teachers with the tools and techniques to make health education engaging and relevant for young students. By emphasizing practical, real-world applications of health lessons, this project supports both the district's goal of improving health education and enhancing student wellness.

THEREFORE, BE IT RESOLVED, that of the Bradley Beach BOE, State of New Jersey, authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

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

C. Students – The superintendent recommends:

1. Resolved: That the Board affirms the Bradley Beach Elementary School Bullying Specialist’s Harassment, Intimidation, and Bullying report for the month of October with 0 investigations and no findings of HIB.
2. Resolved: That the Board approve the following 2024/2025 student field trip that provides community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
12/10/24	Pre K	Neptune Shoprite	No cost	\$200 First Student

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

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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 October 31, 2024 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 October amounts:

October 15, 2024 \$217,201.45  
October 30, 2024 \$216,145.17

A. The Superintendent Recommends the Approval of Joint Transportation Agreement – Neptune Township for the 2024/2025 School Year

Resolved: That the Board approve the following joint transportation agreements with the Neptune Township Board of Education for the transportation of Bradley Beach students for the 2024/2025 school year. [B]

<b>Route #</b>	<b>Destination</b>	<b>Total</b>
VALSJ1AM	Academy of Law and Public Safety	\$4,841.55
HCB2AM	Christian Brothers Academy	3,531.00
VCF3AMI	Biotechnology High School/Career Center	8,094.64
VCF4PMI	Career Center	2,442.86
VCH4AM	Communications High School	8,320.00
STR4AM	St. Rose	697.03
	<b>Total</b>	<b>\$27,927.08</b>

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

B. The Superintendent Recommends the Approval of Special Education & Public School Routes with the Monmouth-Ocean Educational Services Commission, Colts Neck, NJ for the 2024/2025 School Year

Resolved: That the Board approve the special education and public school routes with the Monmouth-Ocean Educational Services Commission, Colts Neck, NJ for the

transportation of Bradley Beach students to various schools for the 2024/2025 school year. [B]

<b>Route #</b>	<b>Destination</b>	<b>Cost</b>
V376	High Technology High School	\$35,089.20
RANTH9	Trinity Hall	2,250.00
7546	Neptune High School	18,810.00
NP172	Academy Charter High School	1,407.60
	<b>Total</b>	<b>\$57,556.80</b>

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

C. The Superintendent Recommends the Approval of Joint Transportation Agreement – Red Bank Regional High School for the 2024/2025 School Year

Resolved: That the Board approve the following joint transportation agreement with the Red Bank Regional High School Board of Education for the transportation of Bradley Beach students for the 2024/2025 school year. [B]

<b>Route #</b>	<b>Destination</b>	<b>Total</b>
V621	Red Bank Regional High School	\$51,456.00

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

D. The Superintendent Recommends the Approval to Accept the Fiscal Year 2024 Safety Grant Funds from New Jersey Schools Insurance Group

Resolved: That the Board accept the FY 2024 safety grant funds of \$2,000.00 from New Jersey Schools Insurance Group. Furthermore, that the Board authorize the Business Administrator to create budget account 20-001-200-600-24-SG as well as revenue code 20-1000-001-26 to account for this transaction.

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

E. The Superintendent Recommends the Approval to Accept a Donation from Bradley Beach Resident, Timothy R. Bourne

Resolved: That the Board approve the acceptance of a donation of \$500 from Bradley Beach resident, Timothy R. Bourne, to be used for school field trips. Furthermore, that the Board authorize the Business Administrator to create budget account 20-001-100-800-DN, as well as revenue code 20-1000-001-27 to account for this transaction.

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

F. The Superintendent Recommends the Approval of the Use of Facilities by the Bradley Beach Business Tourism Commission to Host a Jazz Festival

Resolved: That the Board approve the use of the facilities by the Bradley Beach Tourism Council to host a Jazz Festival on February 6, 2024 through February 8, 2024, as per the attached letter. The Bradley Beach Arts Council agrees to reimburse the district for the custodial overtime fees associated with this event. (Attachment XVI-F)

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

G. 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 October 31, 2024 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-G)

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

H. 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 October 31, 2024 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-H)

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

I. 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 October 31, 2024, 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

J. The Superintendent Recommends the Approval of October 2024 Payroll

Resolved: That the Board approve the October 2024 gross payroll in the amount of \$433,346.62.

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

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K. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the November 19, 2024 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 – None

XVIII. Regular Meeting – New Business

Ms. Sacci commented on how well Ms. Angeloni's Coffee Talk presentation was.

Ms. Flynn gave the Board the Neptune High School report.

Ms. Saldutti reported on the BBCA's event, which was the kickoff of the Holiday Drive.

XIX. Public Comments – None

XX. Executive Session (if needed) – None

XXI. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:18 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary