

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

OFFICIAL MINUTES

Regular Meeting
June 25, 2019

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 Monroe at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. 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.

III. Flag Salute/Roll Call

Present: Mrs. Carlucci Mrs. Merenda
 Ms. Devane Mr. Warnet
 Dr. Franks Dr. Monroe
 Mr. Gerdes
 Dr. Wisniewski, Superintendent/Principal
 David Tonzola, Business Administrator/Board Secretary

Absent: Mr. Bardinas Mr. Lozowick

A. Public Hearing on the Business Administrator's Contract

**Resolution for the Public Hearing Appointing David Tonzola as
School Business Administrator/Board Secretary**

WHEREAS, the State of New Jersey has enacted *P.L.2007, c.53, An Act Concerning School District Accountability*; and

WHEREAS, Section 5 of the Act amended *N.J.S.A. 18A:11-11* to require boards of education to provide public notice 30 days prior to the renegotiation, extension, amendment, or alteration of an employment contract with the superintendent of schools, assistant superintendent of schools, or school business administrator; and

WHEREAS, Said notice was provided to the public via publication in the district's official newspaper, *The Asbury Park Press*, on May 24, 2019; and

WHEREAS, Section 5 of the Act amended *N.J.S.A.* 18A:11-11 to require boards of education to provide public notice of a public hearing 10 days prior to the renegotiation, extension, amendment, or alteration of an employment contract with the superintendent of schools, assistant superintendent of schools, or school business administrator; and

WHEREAS, Said notice of a public hearing was provided to the public via publication in the district's official newspaper, *The Asbury Park Press*, on May 24, 2019; now therefore be it

RESOLVED, That the Bradley Beach Board of Education hereby designates from 7:00 p.m. to 7:10 p.m. at 515 Brinley Avenue, Bradley Beach, NJ on June 25, 2019 as the public hearing required by the Act.

Notice to the Public

Members of the public are invited to submit public comments regarding the appointment of the BUSINESS ADMINISTRATOR/BOARD SECRETARY. The board, pursuant to *N.J.S.A.* 10:4-12(b), the *Open Public Meetings Act*, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public.

Please be aware that the subject of this hearing retains the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The board shall not be held liable for comments made by members of the public.

Public Comments – None

Close Public Hearing

Dr. Monroe began the public hearing portion of the meeting by opening up the dialogue to any board member who wished to speak. She then turned the dialogue to any member of the public wishing to speak. Seeing that there was no further public comment, Dr. Monroe closed the public hearing and reconvened the workshop session.

IV. Discussion Items

Dr. Wisniewski began the workshop session of the meeting by introducing Ms. Sarah Poppe, Supervisor of Curriculum, to present her PowerPoint on the school climate update. Ms. Poppe went over the team leader positions, the school beautification and renovation initiative, community involvement, updates on curriculum, scheduling, and attendance. Ms. Poppe then spoke about the focus on social emotional training and development.

Superintendent's Report

After Ms. Poppe's presentation, Dr. Wisniewski then went over his agenda items, in particular, the personnel section of his agenda. Mrs. Carlucci had concerns with the contracts being approved at tonight's meeting without holding a personnel meeting to discuss them beforehand.

Afterward, Mr. Tonzola began his section of the agenda by reminding those Board members, who are up for reelection and wish to run again, to do so with the county clerk by 4:00 p.m. on July 29th.

4. Resolved: That the Board approve the reappointment of Ms. Sarah Poppe to the position of Director of Curriculum and Instruction for the 2019/2020 school year. [B] (Attachment VI-A.4)

MOTION: Mr. Warnet SECOND: Ms. Devane VOTE: 7-0

5. Resolved: That the Board approve the reappointment of Mrs. Alison Zylinski to the position of Supervisor of Special Services/Social Worker for the 2019/2020 school year. [B] (Attachment VI-A.5)

MOTION: Ms. Devane SECOND: Mr. Gerdes VOTE: 6-1
Mrs. Merenda voted no

6. Resolved: That the Board approve the appointment of Dr. Joseph Mannion as the Bradley Beach School Physician for the 2019/2020 school year for an annual fee of \$2,000.00.

7. Resolved: That the Board approve Joanne Ryder as a Substitute School Nurse for the 2019 Bradley Beach Elementary Extended School Year Summer Program for 3.75 hours per day on an as needed basis from July 8, 2019, through August 8, 2019 at the rate of \$40.00 per hour. [B]

8. Resolved: That the Board accept the resignation of Ms. Gabrielle Dawe as an instructional aide in the Bradley Beach Elementary School Summer Program.

9. Resolved: That the Board approve the appointment of the following instructional aide in the Bradley Beach Elementary School Summer Program. The program will run from July 9, 2018, through August 9, 2018, (Monday through Thursday). The hours for classroom aides will be 3.5 hours/day at a rate consistent with the collective agreement with the Bradley Beach Education Association of \$15.00/hour: [B/G]

- Donna Taylor

Note: Grant funds to be paid out of federal funds account code 20-250-100-106.00-SU IDEA Basic

10. Resolved: That the Board approve the appointment of the following substitute instructional aid in the Bradley Beach Elementary Extended School Year Summer Program. The program will run from July 8, 2019, through August 8, 2019, (Monday through Thursday). The hours for substitute teachers will be 3.5 hours/day at a rate consistent with the collective agreement with the Bradley Beach Education Association of \$15.00/hour: [B/G]

- Gabrielle Dawe

Note: Grant funds to be paid out of federal funds account code 20-250-100-106.00-SU IDEA Basic

11. Resolved: That the Board approve Diana Rodrick to turnkey Sheltered Instruction Observational Protocol (SIOP) to all staff not to exceed 15 hours throughout 2019/2020 school year at a

rate consistent with the collective agreement with the Bradley Beach Education Association of \$40.00/hour. [G]

Note: Grant funds to be paid out of federal funds account code 20-242-200-104.00-CO Title III

12. Resolved: That the Board approve the following teachers to write curriculum from July 1, 2019 to August 30, 2019 not to exceed 60 hours a rate consistent with the collective agreement with the Bradley Beach Education Association of \$40.00/hour. [B]

- Morgan Maclearie
- Courtney Hammell

13. 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
Alison Zylinski	9-19-19	Stronge Inter-Rater Reliability Training	ESCNJ Conference Center Piscataway, NJ	\$175.00
Sarah Poppe	7-25-19	Stronge Inter-Rater Reliability Training	ESCNJ Conference Center Piscataway, NJ	\$175.00
Dr. Stephen Wisniewski	9-19-19	Stronge Inter-Rater Reliability Training	ESCNJ Conference Center Piscataway, NJ	\$175.00

14. Resolved: That the Board approve the carry-over of 10 vacation days from the 2018/2019 school year to the 2019/2020 school year for Secretary to the Superintendent, Betty Slocum. The carry-over of these days is a one-time exception for this school year.

15. Resolved: That the Board approve the carry-over of 10 vacation days from the 2018/2019 school year to the 2019/2020 school year for Secretary to the Business Administrator, Josephine Palmieri. The carry-over of these days is a one-time exception for this school year.

16. Resolved: That the Board approve the appointment of the following teachers as a Home Instruction Teacher for up to 10 hours per week, after school hours, at a salary of \$40 per hour for the 2019/2020 school year: [B]

- Ashley Gianfrancesco
- Morgan Maclearie
- Heather Ross
- Michelle Sprengel

17. Resolved: That the Board approve Ms. Amanda Moscatelli, Georgian Court University student, to complete her Practicum 1 with Ms. Jessica Stephan during the Fall 2019 semester.

18. Resolved: That the Board approve the contract with MOESC to provide LTDC evaluations during the 2019/2020 school year at a rate of \$360.00 per evaluation. [B]

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19. Resolved: That the Board approve Ms. Danielle Buzy, Monmouth University student, to complete her Clinical Practice for 2019/2020 with Mrs. Isabel Segoviano, Grade 1.
20. Resolved: That the Board approve Ms. Whitney Rose Howe, Brookdale Community College student, to complete her 75 hours of field observation with Ms. Donna Hamernick, Grade 1, during the Fall 2019 semester.
21. Resolved: That the Board approve Ms. Ruth Ramirez to conduct interpretation and translation services for the 2018/2019 and 2019/2020 school years at a rate of \$40.00 per hour.
22. Resolved: That the Board approve Ms. Jessica Campbell to continue her leave replacement position through June 30, 2019.
23. Resolved: That the Board approve Mrs. Thais Lokker Reickman to the position of Leave Replacement Spanish Teacher effective September 1, 2019, through June 30, 2020, at a salary of \$50,395 (BA, Step 1), as established by the collective agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association on file in the Office of the Board Secretary. (Attachment VI-A.23)
24. Resolved: That the Board approve Mrs. Thais Lokker Reickman as a provider of translation and interpretation services for the 2019/2020 school year at \$40 per hour.

MOTION: Dr. Franks SECOND: Mr. Warnet VOTE: 7-0

B. Students

1. Resolved: The status report of reported and investigated Harassment, Intimidation and Bullying incidents submitted by the Bullying Specialist for the month of May. (Attachment VI-B.1)

MOTION: Ms. Devane SECOND: Mr. Gerdes VOTE: 7-0

C. Policy

1. Resolved: That the Board approve the Security Drill Statement of Assurance for the 2018/2019 school year. (Attachment VI-C.1)
2. Resolved: That the Board accept the interim New Jersey Quality Single Accountability Continuum (NJQSAC) review. (Attachment VI-C.2)

MOTION: Mr. Gerdes SECOND: Ms. Devane VOTE: 7-0

VII. Business Administrator/Board Secretary's Report

Item of Interest: P.O. Journal by Purchase Order, pursuant to PL 2015, Chapter 47

A. Approval of Health/Dental Insurance Providers/Rates (2019/2020)

Resolved: That the Board approve the following insurance providers/rates for the 2019/2020 school year:

Horizon (Medical/Prescription and Dental)
Horizon Blue Cross Blue Shield of New Jersey
Newark, NJ

Monthly Premiums

	<u>POS</u> (Group # 82768-03)	<u>Dental</u> (Group # 82768-30)
Single	\$1,068.91	\$52.97
2-Adults	\$2,264.16	n/a
Parent/Child	\$1,752.75	n/a
Family	\$3,022.35	\$148.33

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

B. Approval of FY 2020 Elementary and Secondary Education Act (ESEA) Formula Grant Application Submission

Resolved: That the Board approve the submission of the FY 2020 ESEA Formula Grant Application:

Program Name	FY 2020 Award Amount
ESEA Title IA	\$129,072
ESEA Title I SIA	\$ 9,400
ESEA Title IIA	\$ 13,538
ESEA Title III	\$ 8,426
ESEA Title IV	\$ 10,000

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

C. Approval of FY 2020 IDEA Part B Consolidated Formula Grant Application Submission

Resolved: That the Board approve the submission of the FY 2020 IDEA Part B Consolidated Formula Grant Application:

Program Name	FY 2020 Award Amount
IDEA Basic	\$126,745
IDEA Preschool	\$ 2,792

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

D. Appointment of School Board Auditor

Resolved: That the following resolution is hereby adopted:

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

WHEREAS, there exists a need for audition 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., 912 Highway 33, Suite 2, Freehold, NJ 07728

WHEREAS, the fees for the audit will be \$22,200 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, 2019 to June 30, 2020.
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.

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

E. Approval of General Property/Liability Insurance (2019/2020 School Year)

Resolved: That the Board approve the proposal as submitted by the New Jersey Schools Insurance Group for General and Liability Insurance for the 2019/2020 school year effective 7/01/19 - 6/30/20 as follows: [B]

Coverage	Premium
Property	\$24,666
Boiler & Machinery	1,002
EDP	1,364
Crime	734
General Liability	6,348
Auto	2,349
School Board Legal	11,592

Bond – Rodman & Tonzola	1,023
Total	\$49,078

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

F. Approval of Worker’s Compensation Insurance (2019/2020 School Year)

Resolved: That the Board approve the proposal as submitted by New Jersey Schools Insurance Group for Workers Compensation insurance for the 2019/2020 school year effective 7/01/19 - 6/30/20 as follows: [B]

Coverage	Premium
Worker’s Compensation	\$51,215*

*The district’s experience modification for this year decreased to .9411 from 1.0423 (9.71%). When calculating the Experience Modification the 14-15 claims history dropped-off and the 17-18 claims history replaced it.

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

G. Approval of Compulsory Student Accident Insurance (2019/2020 School Year)

Resolved: That the Board approve the renewal of compulsory student accident insurance coverage through the Zurich America Insurance Company for the 2019/2020 school year. The plan will be offered to parents at a cost of \$7,823 to the Board. [B]

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

H. Approval of Excess Liability Insurance (2019/2020 School Year)

Resolved: That the Board approve the renewal of excess liability insurance coverage through Fireman’s Fund Insurance Company for the 2019/2020 school year at a premium cost of 1,114. [B]

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

I. Approval to Accept Donation from Five Elements Robotics, LLC.

Resolve: That the Board approve the acceptance of one robot from Five Elements Robotics, LLC to be used in the Bradley Beach Elementary School Stem/Science Program. (Attachment VI-I).

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

J. Approval to Delete Stale Dated Checks

Resolved: That the Board approve the deletion of the following stale dated checks from the Bradley Beach Warrant Account.

Check Date	Check Number	Check Amount
10/16/2018	18106	\$1,258.71
05/21/2019	18556	\$157.00

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

K. Transfer of Current Year Surplus to Capital Reserve

Resolved: WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Bradley Beach Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Bradley Beach Board of Education has determined that \$10,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bradley Beach Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

L. Transfer of Current Year Surplus to Maintenance Reserve

Resolved: WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Bradley Beach Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Bradley Beach Board of Education has determined that \$60,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bradley Beach Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

M. Approval of Maximum Travel Expenditure Amount (2019/2020 School Year)

Resolved: That the Board approve the following resolution:

WHEREAS, pursuant to N.J.S.A. 18A: 11-12, in each pre-budget year, the Bradley Beach Board of Education is required to establish a maximum travel expenditures amount for the budget year which may not be exceeded; and

WHEREAS, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and

WHEREAS, The Board of Education has elected to excluded travel expenditures supported by federal funds from the maximum travel expenditure amount; and

WHEREAS, The Board of Education has determined that the total amount of travel expenditures supported by federal funds from the prior school year was \$17,127.13 and

WHEREAS, The Board of Education has determined that the total amount of travel expenditures currently supported by federal funds from the 2018/2019 school year is \$11,136.98; and

WHEREAS, The Board of Education has determined that the total amount of travel expenditures supported by federal funds for the 2019/2020 school year is projected to be \$15,000,

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby establishes the maximum travel expenditure amount not supported by Federal Funds, which has been budgeted for the 2019/2020 school year as \$13,000.00.

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

N. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending May 31, 2019 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-N)

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

O. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending May 31, 2019 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 VII-O)

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

P. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of May 31, 2019, 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:23-2.11(b); that no line item appropriation is in violation of N.J.A.C. 6A:23-2.11 (1) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

Q. Approval of Budget Transfers (2018/2019)

Resolved: That the Board approve the 2018/2019 budget transfers as listed on Attachment VII-Q.

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

R. Approval of May 2019 Payroll

Resolved: That the Board approve the May 2019 gross payroll in the amount of \$376,062.35.

MOTION: Ms. Devane SECOND: Dr. Franks VOTE: 7-0

S. Approval of Bills Payment

Resolved: That the Board approve payment of the June 25, 2019 regular bills list and as certified and approved. (Attachment VII-S)

MOTION: Mr. Gerdes SECOND: Mrs. Merenda VOTE: 7-0

T. Receipt of Proposals RFP 19-01A Request for Proposals for Food Service Management (2019-2020)

Resolved: That the Bradley Beach Board of Education received one (1) proposal for RFP 19-01A Request for Proposals for Food Service Management services which was duly advertised on May 1, 2019 in the Asbury Park Press from the following firms:

1. Maschio's Food Services, Inc. – Chester, NJ

MOTION: Mr. Gerdes SECOND: Ms. Devane VOTE: 7-0

U. Approval of Food Service Contract with Maschio's Food Services, Inc.

Resolved: That the Board award the Food Service Management Contract to Maschio's Food Services, Inc., Chester, N.J. for management of the District's food service operations for the 2019/2020 school year at the following fee:

Management Fee \$5,407.50

Note: Maschio's Food Services, Inc. guarantees that bottom line on the operational report (total revenue for all sources less program cost, including management fee) will be a loss no greater than \$10,000. The FSMC agrees to reimburse the SFA for the amount, by which the SFA's actual deficit for the current year is greater than the guaranteed deficit for the current year. This is a one year contract with the option for four additional one year renewals.

MOTION: Mr. Gerdes SECOND: Ms. Devane VOTE: 7-0

V. Approval of Lunch/Breakfast Prices – 2019/2020 School Year

Resolved: That the Board approve the following lunch/breakfast prices for the 2018/2019 school year.

Student Lunch	\$3.25
Student Breakfast	\$1.50
Adult Lunch	\$3.75
Adult Breakfast	\$1.90

MOTION: Mr. Gerdes SECOND: Ms. Devane VOTE: 7-0

W. Approval of Environmental Liability Insurance (2019/2020 School Year)

Resolved: That the Board approve the renewal of environmental liability insurance coverage through Beazley Insurance Company for the 2019/2020 school year at a premium cost of 3,101.00.

MOTION: Mr. Gerdes SECOND: Ms. Devane VOTE: 7-0

VIII. Old Business

Dr. Wisniewski spoke about the success of the Washington trip, the PTO extravaganza, and the 8th grade graduation.

IX. New Business – None

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X. Committee Reports

Mr. Tonzola asked that the negotiation committee meet after tonight's meeting.

XI. President's Report – None

XII. Public Comments (Agenda Items Only) – None

XIII. Public Comments (Other Items Only) – None

XIV. Executive Session

President Monroe called for an Executive Session at 9:29 p.m. to discuss personnel and student matters.

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

MOTION: Mr. Gerdes SECOND: Mr. Warnet VOTE: 7-0

XV. Adjournment

By a unanimous voice vote the meeting was adjourned at 10:53 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary