

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

**OFFICIAL MINUTES**

**Special Meeting/Public Hearing**  
**May 7, 2019**

I. Call To Order

The special meeting held by the Bradley Beach Board of Education was called to order at 7:03 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

IV. Roll Call

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

Absent:         Mr. Bardinas  
                  Mr. Gerdes

V. Formal Public Hearing and Presentation of the Proposed 2019/2020 School Budget

Dr. Wisniewski and Mr. Tonzola reviewed the Budget Power Point Presentation with the Board and the Public during the public hearing portion of the meeting. Dr. Wisniewski addressed the educational impact that the 2019/2020 budget will have on the district, while Mr. Tonzola reviewed the final budget with the Board. Mr. Tonzola stated that the general fund budget will be increasing by 2.66% or \$194,104. Mr. Tonzola indicated that the Board will be using \$99,325 from Bank Cap to increase the tax levy above 2% and make a \$50,000 withdrawal from maintenance reserve to help fund the stairwell restoration project scheduled to start in the summer. Furthermore, the general fund tax levy will be increasing by \$218,865 to \$6,195,873.

VI. Superintendent's Report

A. Policy

1. Resolved: That the Board approve the authorization of the Affirmative Action Team to conduct the needs assessment and develop a comprehensive equity plan.

MOTION: Mrs. Carlucci SECOND: Mrs. Merenda VOTE: 7-0

VII. Business Administrator/Board Secretary's Report

A. Approval of School Budget – 2019/20 School Year

Resolved: That the Board approve the 2019/2020 School Budget in the following amounts:

General Fund	\$7,501,454
Special Revenue	606,330
Debt Service Fund	173,928

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

B. Approval of General & Debt Service Funds' Tax Levies – 2019/2020 School Year

Resolved: That the Board approve the following amounts to be raised by taxes:

General Fund	\$6,195,873
Debt Service	173,925

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

C. Approval to Utilize Bank Cap

Resolved: That the Board approve the need and the use of bank cap generated in 2016/2017 in the amount of \$18,770 and bank cap generated in 2018/2019 in the amount of \$80,555 for a total of \$99,325 to be used for a maintenance project funded through account code 11-000-261-420.00. This maintenance project includes the refurbishing and restoration of stairwell number 2 and 3. This project must be completed by the end of the 2019/2020 budget year and cannot be deferred or incrementally completed over a longer period of time.

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

D. Approval of Maintenance Reserve Account Withdrawal in the 2019/2020 School Budget

Resolved: That the Board approve the maintenance reserve withdrawal in the amount of \$50,000, which is included in the district's 2019/2020 budget. The district intends to utilize these funds for the stairwell number 2 and stairwell number 3 refurbish/restoration project.

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

E. Approval of Advertised Budget

Resolved: That the Business Administrator has advertised said budget in the Asbury Park Press on May 1, 2019 in accordance with the format required by the State Department of Education and according to law.

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

F. Approval of Maximum General Fund Travel Expenditure

Resolved: That in accordance with State Statute the maximum general fund expenditure for travel and related expenditures for the 2019/2020 school year for all staff and board members is \$15,000.00. For 2018/2019 the maximum amount approved for travel and related general fund expenditures was \$13,000.00 of which \$4,555.89 has been spent to date.

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

G. Approval of the District's General Fund Professional Services Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2019/2020 general fund professional services appropriation budget be set for the amount of:

<b>Professional Services</b>	<b>Amount</b>
Legal	\$ 7,944.00
Auditing	22,660.00
Architectural/Engineering	12,000.00
Occupational Therapist	32,500.00
Physician	2,000.00

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

H. Approval of the District's Special Revenue Fund Professional Services Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2019/2020 special revenue fund professional services appropriation budget be set for the amount of:

<b>Professional Services</b>	<b>Amount</b>
Physical Therapy	\$ 10,000.00
BCBA	16,000.00

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

I. Approval of the District’s General Fund Co-Curricular Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2019/2020 general fund co-curricular appropriation budget be established as follows:

<b>Co-Curricular Activities</b>	<b>Salaries</b>
Safety Patrol	\$ 2,449.00
Yearbook	2,449.00
Yearbook Tech. Advisor	2,449.00
Environmental Club	2,449.00
Computer Club	2,449.00
Newspaper Relations	2,449.00
Music Director	2,808.00
DJ	2,449.00
Student Government	2,449.00
Drama Club	2,449.00
8 <sup>TH</sup> Grade Trip Advisor	2,449.00
Interpret/Translation Stipend	2,612.00
Webmaster	2,449.00
Washington Stipend	1,200.00
<b>Total</b>	<b>\$33,559.00</b>

<b>Co-Curricular Activities</b>	<b>Supplies</b>
Safety Patrol	\$ 31.25
Yearbook	31.25
Environmental Club	31.25
Computer Club	31.25
Newspaper Club	31.25
Choral Director	31.25
Student Government	31.25
Drama Club	31.25
<b>Total</b>	<b>\$250.00</b>

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

J. Approval of the District’s General Fund Athletics Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2019/2020 general fund athletics appropriation budget be established as follows:

<b>Athletics</b>	<b>Salaries</b>
Baseball	\$ 3,133.00
Softball	3,133.00
Boys Basketball	3,133.00
Girls Basketball	3,133.00
Boys Soccer	3,133.00
Girls Soccer	3,133.00
Athletic Director	2,857.00
Cheerleaders	3,133.00
<b>Total</b>	<b>\$24,788.00</b>

<b>Athletics</b>	<b>Purchased Services (Board Subsidy e.g. transportation &amp; officials)</b>
Baseball	\$ 2,500.00
Softball	2,500.00
Boys Basketball	2,500.00
Girls Basketball	2,500.00
Boys Soccer	2,500.00
Girls Soccer	2,500.00
Cheerleaders	n/a
<b>Total</b>	<b>\$15,000.00</b>

<b>Athletics</b>	<b>Supplies</b>
Baseball	\$ 500.00
Softball	500.00
Boys Basketball	500.00
Girls Basketball	500.00
Boys Soccer	500.00
Girls Soccer	500.00
Cheerleaders	500.00
<b>Total</b>	<b>\$3,500.00</b>

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

K. Approval of Parliamentary Procedures (2019/2020)

Resolved: That the Board adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the parliamentarian for the 2019/2020 school year.

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

L. Approval of Implementation of the 2019/2020 Budget

Resolved: That the Board authorize the Superintendent and Business Administrator/Board Secretary



1. Business Administrator/Board Secretary or Superintendent
2. Treasurer of School Funds

Cafeteria Account – Two (2) Signatures Required

1. Business Administrator/Board Secretary
2. Treasurer of School Funds

School Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

Unemployment Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

Student Council Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

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

O. Appointment of Authorized Agent for Federal and State Funds

Resolved: That the following resolution is hereby adopted:

BE IT RESOLVED that the Business Administrator/Board Secretary of the Bradley Beach Board of Education is hereby designated as the Board's authorized agent to file applications and requests for State and Federal Funds under existing State and Federal laws.

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

P. Appointment of School Board Attorney

Resolved: That the following resolution is hereby adopted:

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

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

WHEREAS, such legal services can be provided only by a licensed attorney and is so recognized as such; and Michael Gross of Kenny, Gross, Kovats, and Parton, 130 Maple Ave., PO Box 8610, Red Bank, N. J. 07701

WHEREAS, funds in the amount of \$7,994 annually are available for this purpose;

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

1. Michael Gross of Kenny, Gross, Kovats, and Parton, is hereby appointed as Board Attorney at \$130 per hour for the period July 1, 2019 to June 30, 2020.
2. The contract is awarded 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: Mr. Warnet SECOND: Mrs. Merenda VOTE: 7-0

Q. Appointment of Architect of Record

Resolved: That the firm of Di Cara/Rubino Architects, Wayne, NJ, is hereby reappointed as Architect of Record for the 2019/2020 school year.

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

R. Appointment of Property/Liability and Worker Comp. Insurance Advisor

Resolved: That the Board approve the firm of Arthur J. Gallagher & Co., Princeton, NJ as its Property/Liability and Worker Comp. Insurance Advisor for the 2019/2020 school year.

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

S. Appointment of Health/Dental Insurance Advisor

Resolved: That the Board approve the firm of Brown & Brown Benefit Advisors, Shrewsbury, NJ, as their Health/Dental Insurance Advisor for the 2019/2020 school year.

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

T. Appointment of Treasurer of School Funds

Resolved: That Bruce Rodman is hereby reappointed as Treasurer of School Funds for the 2019/2020 school year at an annual fee of \$2,500.

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

U. Approval of 403b and 457 Tax Shelter Providers

Resolved: That the Board approve the following list of 403b and 457 Tax Shelter Providers for the 2019/2020 school year:

**403b Tax Shelter Provider**

1. Axa Equitable
2. Great American Life Insurance Co.
3. Siracusa
4. Tax Deferred Services

**457 Tax Shelter Provider**

1. Axa Equitable

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

V. Approval of Resolution Authorizing the Procurement of Goods and Services Through State Agency for the 2019/2020 School Year

Resolved: That the following resolution is hereby adopted:

WHEREAS, Title 18A:18A-10 provides that "a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Bradley Beach Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, The Bradley Beach Board of Education desires to authorize its purchasing agent for the 2019/2020 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year."

NOW, THEREFORE, BE IT RESOLVED that the Bradley Beach Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

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

W. Approval of Authorization to Award Contracts Up to the Bid Threshold and Set the Quote and Verification of Claims Thresholds

Resolved: That the Board approve the authorization to award contracts up to the bid threshold of \$40,000 pursuant to N.J.S.A. 18A:18A-2 and set the quote and verification of claims thresholds to 15% of the bid threshold pursuant to N.J.S.A. 18A:18A-37 and 18A:19-3 respectively.

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

X. Approval of Board Policies and Regulations

Resolved: That the policies and regulations governing the actions of the Bradley Beach Board of Education are hereby readopted.

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

Y. Approval of the Uniform Minimum Chart of Accounts for 2019/2020 School Year

Resolved: That the Board adopt the Uniform Minimum Chart of Accounts (Handbook 2R2, 2008 Edition) for New Jersey Public Schools for the 2019/2020 school year.

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

Z. Approval of Travel and Related Expense Reimbursement 2019/2020

Resolved: That the following resolution is hereby adopted:

WHEREAS, the Bradley Beach Board of Education recognizes school staff and Board Members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6a:23b-1.1 et seq. requires Board Members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools; and

WHEREAS, the Bradley Beach Board of Education has established in its annual school general fund budget a maximum amount that may be allotted for such travel and expense reimbursement for the 2019/2020 school year; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6a:23B-1.2(b), to a maximum expenditure of \$15,000 for all staff and Board Members; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

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

AA. Approval of Petty Cash Fund for 2019/2020 School Year

Resolved: That the Board approve the Petty Cash Fund in the amount of \$200.00 with a set maximum allowable individual expenditure of \$50.00.

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

BB. Approval of Doctrine of Necessity

Resolved: That the Board approve the following resolution:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED, that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

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BE IT FURTHER RESOLVED, that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED, that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

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

VIII. Old Business – None

IX. New Business – None

X. Committee Reports

Mr. Tonzola stated that the administration will be meeting with Mr. Robert Mahon to discuss the current status of the negotiations with the teacher's union.

XI. President's Report – None

XII. Public Comments (Agenda Items Only) – None

XIII. Public Comments (Other Items Only)

Mr. Gary Engelstad, Second Avenue, Bradley Beach, NJ, wanted to thank the Board for the use of the Bradley Beach Elementary School's auditorium for the Bradley Beach Art Council's drama performance.

XIV. Executive Session (if required) – None

XV. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary