

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**July 16, 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. Lozowick  
                  Dr. Wisniewski, Superintendent/Principal  
                  David Tonzola, Business Administrator/Board Secretary

Absent:        Mr. Bardinas  
                  Mr. Gerdes

IV. Executive Session

President Monroe called for an Executive Session at 7:08 p.m. to discuss personnel matters.

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

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

Public Workshop Reconvened

On a motion made by Mr. Warnet, and seconded by Mrs. Carlucci, the Board reconvened into the workshop session at 8:00 p.m.

Superintendent's Report

Dr. Wisniewski began the workshop session discussing the current state of the preschool program and stated that the district currently only has one student on their waiting list for next year. Dr. Wisniewski also gave the Board an overview of the lottery process to select students for the preschool program.

Dr. Wisniewski then informed the Board that the Comprehensive Equity Plan was reviewed by the Monmouth County Superintendent's Office, and he was informed that the district did a great job completing the report.

Dr. Wisniewski then reviewed his agenda items with the Board. Dr. Wisniewski wanted to thank Ms. Poppe and Mrs. Zylinski for their help during the interview process.

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. Mr. Tonzola then went over his agenda items with the Board, in particular, the withdrawal from maintenance reserve and the approval of the memorandum of agreement between the Bradley Beach Board of Education and Bradley Beach Education Association.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:24 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Monroe at 8:25 p.m.

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. Minutes:

Approval of Meeting Minutes

Resolved:     That the Board approve the Minutes of:

Special Meeting – June 11, 2019  
Confidential Executive Session – June 11, 2019

Regular Meeting – June 25, 2019  
Confidential Executive Session – June 25, 2019

MOTION: Mrs. Merenda SECOND: Dr. Franks VOTE: 7-0

VI. Superintendent’s Report

A. Personnel

1. Resolved: That the Board approve the creation of the job description for Guidance Counselor. (Attachment VI-A.1)
2. Resolved: That the Board approve the amendment of the maternity leave for Alisa Guzzi to end on October 8, 2019, with a return date of October 9, 2019.
3. Resolved: That the Board approve the following appointments in the New Jersey County/District School Information System:

Position	Name
Anti-Bullying Coordinator	Ms. Sarah Poppe
District Homeless Education Liaison	Mrs. Alison Zylinski
Intervention and Referral Services Coordinator	Ms. Sarah Poppe
District Professional Development Chair	Ms. Sarah Poppe
State Testing Coordinator	Dr. Stephen Wisniewski
District NCLB Coordinator (ESSA)	Dr. Stephen Wisniewski
District Anti-Bullying Specialist	Mrs. Alison Zylinski
District Educational Stability Liaison	Dr. Stephen Wisniewski
District Bilingual/ESL/ELS Point of Contact	Ms. Sarah Poppe
NJSMART Point of Contact	Ms. Ruth Ramirez
School Safety Specialist	Dr. Stephen Wisniewski

4. Resolved: That the Board approve the appointment of Amanda Lapa to the position of 0.8 Guidance Counselor, effective September 1, 2019 through June 30, 2020, at MA Step 1, at a salary TBD once the salary guides are established by the collective agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association. (Attachment VI-A.4) [B]
5. Resolved: That the Board approve the appointment of Jenny McCann to the position of 0.4 LDTC, effective September 1, 2019 through June 30, 2020, at MA Step 6, at a salary TBD once the salary guides are established by the collective agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association. (Attachment VI-A.5) [T]

- 6. Resolved: That the Board approve the appointment of Amanda Marie Silverstein to the position Leave Replacement Elementary School Special Education Teacher, effective on September 1, 2019 through, on or about, January 10, 2020, at MA Step 1, at a salary TBD once the salary guides are established by the collective agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association. (Attachment VI-A.6) [B]
- 7. Resolved: That the Board approve the appointment of Kristen Halleran to the position of Leave Replacement Preschool Special Education Teacher, effective on September 23, 2019 through January 24, 2020, at BA Step 1, at a salary TBD once the salary guides are established by the collective agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association. [B]
- 8. Resolved: That the Board approve the appointment of Lisa Meil to the position of Leave Replacement Grade 4 Teacher, effective on September 1, 2019 through June 30, 2020, at MA Step 1, a salary TBD once salary guides are established by the collective agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association. (Attachment VI-A.8) [B]
- 9. Resolved: That the Board approve the appointment of Amanda Bialek to the position of Middle School Science Teacher, effective on September 1, 2019 through June 30, 2020, at BA Step 2, at a salary TBD once the salary guides are established by the collective agreement between the Bradley Beach Board of Education and the Bradley Beach Educational Association. [B]
- 10. Resolved: That the Board approve 40 hours additional hours for Synergy-Rehab LLC, (Sonali Khatri, ITR/L) as part-time Occupational Therapist for the 2018/2019 school year at a rate of \$85.00 per hour. [T]
- 11. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

<b>Staff Member</b>	<b>Date(s) of Event</b>	<b>Name/Title of Professional Training</b>	<b>Location</b>	<b>Cost</b>
Alison Zylinski	August 13 & 14, 2019	NJPSA School Law Institute	Monroe, NJ	-0-

- 12. Resolved: That the Board approve the appointment of Courtney Pappas to the position of Cafeteria Aide effective September 1, 2019, through June 30, 2020, at a salary of \$13.11 per hour. [B]
- 13. Resolved: That the Board approve the following staff member to be compensated at an increased level, effective September 1, 2019, as a result of the completion of coursework, which was completed at an accredited university: [T]

<u>Staff Member</u>	<u>Previous Salary Level</u>	<u>New Salary Level</u>
Marissa Finch	\$52,420 (BA, Step 7)	TBD (BA +15, Step 7)

MOTION: Mrs. Merenda      SECOND: Ms. Devane      VOTE: 7-0

B. Students

1. Resolved: That the Board approve the monthly status report of reported and investigated Harassment, Intimidation and Bullying incidents submitted by the Bullying Specialist for the month of June. (Attachment VI-B.1)

MOTION: Ms. Devane      SECOND: Mr. Warnet      VOTE: 5-0-2  
Mrs. Carlucci abstained  
Mrs. Merenda abstained

2. Resolved: That the Board approve the following returning tuition students for the 2019/2020 school year:

- Student ID # 2482 - Grade 8
- Student ID # 2486 - Grade 5
- Student ID # 2578 - Grade 8
- Student ID # 2583 - Grade 5
- Student ID # 2580 - Grade 5
- Student ID # 2581 - Grade 8

MOTION: Dr. Franks      SECOND: Mr. Warnet      VOTE: 5-0-2  
Mrs. Carlucci abstained  
Mrs. Merenda abstained

3. Resolved: The Board approve the following tuition contract:

ID No.	School	Location	Dates	Annual Tuition Rate
0257	Bayshore Jointure	Tinton Falls, NJ	June 24, 2019 – August 8, 2019	\$9,000.00

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

VII. Business Administrator/Board Secretary's Report

A. Approval to Join the ESEA Title III Consortium with Spotswood Board of Education

Resolved: That the Board approve the joining of the Spotswood Board of Education ESEA Title III Consortium.

Note: By joining this consortium the Board will have access to its ESEA Title III allocation.

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

B. Approval of Acceptance of FY 2020 IDEA Consolidated Formula Grant Funds

Resolved: That the Board approve the acceptance of the FY 2020 IDEA Consolidated Formula Grant Funds as follows:

Program Name	FY 2019 Award Amount
IDEA Basic	\$126,745
IDEA Preschool	\$ 2,792

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

C. Approval of Acceptance of FY 2020 Elementary and Secondary Education Act (ESEA) Formula Grant Funds

Resolved: That the Board approve the acceptance of the FY 2020 ESEA Formula Grant Funds as follows:

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

D. Approval of the NJ Monmouth County Curriculum Consortium (MC3 Grant)

Resolved: That the Board approve the NJ Monmouth County Curriculum Consortium (MC3 Grant) in the amount of \$500. Furthermore, that the Board authorize the Business Administrator to create budget account code 20-090-100-610.20-MC and revenue code 20-1000.12 to account for this transaction. (Attachment VII-D)

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

E. Approval of Transfer of Funds

Resolved: That the Board approve the transfer of \$4,170.00 from the Student Activities Account (11-402-100-500.0) to the Bradley Beach Grammar School Checking Account.

[T – To Fund referee and sport related fees]

Resolved: That the Board approve the transfer of \$12,948.50 from the General Fund Account (11-190-100-500.00 & 11-190-100-800.00) to the Bradley Beach Grammar School Checking Account.

[T – To fund various school related field trips]  
(Attachment VII-E)

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

F. Approval of the Memorandum of Agreement Between the Bradley Beach Board of Education and the Bradley Beach Education Association

Resolved: That the Board approve the attached Memorandum of Agreement between the Bradley Beach Board of Education and the Bradley Beach Education Association for the three (3) year period commencing on July 1, 2019 to June 30, 2022. (Attachment VII-F) [B]

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

G. Approval of Maintenance Reserve Account Withdrawal in the 2019/2020 School Year)

Resolved: That the Board approve the maintenance reserve withdrawal in the amount of \$88,675. The district intends to utilize these funds for the stairwell number 2 and stairwell number 3 refurbish/restoration project. This withdrawal will occur immediately after passage of this resolution.

Note: This withdrawal is in addition to the \$50,000 withdrawal that was included in the 2019/2020 budget submission. The total amount being withdrawn from maintenance reserve in the 2019/2020 school year is \$138,675. The \$88,675 withdrawal will increase account code 11-000-261-420.00.

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

H. Approval of Use of School Building – Bradley Beach Recreation Department

Resolved: That the Board approve the use of the Bradley Beach Elementary School by the Bradley Beach Recreation Department on July 17, 25, 31, 2019 and August 1, 2019 for loading and unloading of their field trip bus.

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

I. Approval of Use of School Building – Mrs. Alison Zylinski and her NJPSA/NJEXCEL Program

Resolved: That the Board approve the use of the Bradley Beach Elementary School (one classroom with a smartboard) by Mrs. Alison Zylinski and her NJPSA/NJEXCEL Program on the following dates and times:

Date	Time
8/12/19	1:00 pm to 4:00 pm
10/07/19	5:00 pm to 8:00 pm

11/18/19	5:00 pm to 8:00 pm
1/06/20	5:00 pm to 8:00 pm
3/16/20	5:00 pm to 8:00 pm
5/04/20	5:00 pm to 8:00 pm
6/15/20	5:00 pm to 8:00 pm

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

J. Approval of Renewal of Contract with Intelligent Business System (IBS)

Resolved: That the Board approve the renewal of with Intelligent Business System (IBS) to provide computer software maintenance and support services for the 2019/2020 school year at an annual cost of \$10,104. Said renewal represents a 0% increase over the 2018/2019 costs. [B]

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

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

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending June 30, 2019 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-K)

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

L. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending June 30, 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-L)

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

M. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of June 30, 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

Regular Meeting  
July 16, 2019

N. Approval of Budget Transfers (2018/2019)

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

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

O. Approval of June 2019 Payroll

Resolved: That the Board approve the June 2019 gross payroll in the amount of \$420,251.36.

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

P. Approval of Bills Payment

Resolved: That the Board approve payment of the July 16, 2019 regular bills list and as certified and approved. (Attachment VII-P)

MOTION: Mrs. Merenda SECOND: Ms. Devane VOTE: 7-0

VIII. Old Business

Dr. Monroe stated that she would like to begin the process for the Board to conduct its own board evaluation using New Jersey School Boards' evaluation tool.

IX. New Business – None

X. Committee Reports

Mr. Tonzola asked that the facilities 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 (if required) – None

XV. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary