

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

OFFICIAL MINUTES

Regular Meeting
January 19, 2021

I. Call To Order

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 7:02 p.m. by President Franks 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. Caruso Walker Mr. Warnet
 Ms. Devane Dr. Franks
 Dr. Wisniewski, Superintendent/Principal
 David Tonzola, Business Administrator/Board Secretary

Note: Ms. Flynn, Ms. Sacci, and Ms. Shu Hofsess will be sworn in at a future date.

IV. Discussion Items

Comprehensive Annual Financial Report (CAFR) – Holman, Frenia & Allison, P.C.

Superintendent's Report

Dr. Franks began the meeting by introducing Mr. Bob Allison from the auditing firm, Holman, Frenia, Allison, P.C. Mr. Allison gave a presentation on the fiscal year 2020 audit. Mr. Allison spoke about the independent auditor's report, the internal control report, and the major grant report. Mr. Allison stated that the district received an unqualified opinion, and that there were no recommendations/findings that warranted a corrective action plan. Mr. Allison complimented the Board in their ability to fund their maintenance and capital reserves and said they should continue to do so in the future if possible.

Dr. Franks then turned the workshop session of the meeting over to Dr. Wisniewski. Dr. Wisniewski gave the Board an update on the current status of the school reopening. Dr. Wisniewski and Dr. Franks wished to thank all the stakeholders for their hard work keeping the school open during the Covid 19

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pandemic. Dr. Wisniewski then went over his agenda items, in particular the approval of the Environmental Club Advisor and the professional development registrations.

Dr. Franks then turned the meeting over to Mr. Tonzola. Before reviewing his agenda items, Mr. Tonzola reminded those members, who must complete their mandatory training this calendar year, to do so, and to be on the lookout in their emails for their financial disclosure forms. Mr. Tonzola then reviewed his agenda items with the Board, in particular the submission of the audit report. Mr. Tonzola thanked both Mrs. Palmieri and Mrs. Hunter for their assistance in the completion of the audit. Mr. Tonzola also reviewed the approval of the construction change order and stated that the district will be receiving a \$7,000 credit at the completion of the boiler burner replacement project.

On a unanimous voice vote the workshop portion of the meeting adjourned at 7:54 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 7:55 p.m.

Roll Call

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

V. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – December 15, 2020
Confidential Executive Session – December 15, 2020
Reorganization Meeting – January 6, 2021

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

VI. Superintendent's Report

A. Personnel

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1. Resolved: That the Board approve the appointment of Mrs. Heather Sauer to the position of Environmental Club Advisor at the rate of \$2,613.00 as agreed in the BBEA collective bargaining agreement. [B]
2. Resolved: That the Board approve the appointment of Stephanie Moir as a substitute teacher for the 2020/2021 school year at a rate of \$75 per day. [B]
3. 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
Amanda Fahy	3/05/21	Good Ideas Conference - Monmouth School Counseling Association	Virtual	N/A
Dr. Stephen Wisniewski Alison Zylinski Sarah Seeley	1/27/21	Annual IRR and Recertification Refresher Training	Virtual	\$195 each = \$585 total

4. Resolved: That the Board approve the following Brookdale Community College students to complete 50 hours of field observation for the spring 2021 semester:

MacKenzie Wall & Liam Feuster to observe Mrs. Fox and Mrs. Vilardi

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

B. Students

1. Resolved: The BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying in the Month of December.

MOTION: Mrs. Carlucci SECOND: Mr. Warnet VOTE: 6-0

VII. Business Administrator/Board Secretary's Report

A. Approval of Acceptance of the 2019/2020 Audit

Resolved: That the Board accept the Comprehensive Annual Financial Report (CAFR) and single audit as prepared by Holman, Frenia & Allison, P.C. for the fiscal year July 1, 2019 through June 30, 2020. (Attachment VII-A)

Note: There are no recommendations per the Comprehensive Annual Financial Report (CAFR) and Auditor’s Management Report (AMR).

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

B. Approval of Additional Salaries to be Funded by Federal Grants: FY 2021 Elementary and Secondary Education (ESEA) Formula Grants Due to Carryover Funds

Resolved: That the Board approve the following additional salaries to be charged to the following federal grants. These funds are in addition to the salaries approved on September 15, 2020: [G]

Name	Salary	Account Code	Federal Grant	Percentage of Salary
Lucia Newberry	\$ 928.00	20-234-100-101.00	ESEA Title I SIA	1.48%
Marissa Raia	\$3,403.00	20-231-100-101.00	ESEA Title I	6.52%

Note: Lucia Newberry’s total salary funded by ESEA Title I SIA is now \$7,824.
Marissa Raia’s total salary funded by ESEA Title I is now \$50,806.

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

C. Approval of Construction Project Change Order

Resolved: That the Board approve the following resolution:

WHEREAS, on June 24, 2020 the Bradley Beach Board of Education awarded Mechanical Preservation Associates, Inc. for the Boiler Burner Project in the total contract lump sum of \$99,000, which included one allowance.

WHEREAS, changes are necessary in order for the project to be completed;

NOW, THEREFORE BE IT RESOVLVED that the Bradley Beach Board of Education approves the following change order, GC-01, to Mechanical Preservation Associates, Inc. as per attachment VII-C. [B]

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

D. Approval of Acceptance of FY 2020 Elementary and Secondary CARES Emergency Relief Education Formula Grant

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Resolved: That the Board approve the acceptance of funds of FY 2020 Elementary and Secondary CARES Emergency Relief Education Formula Grant in the amount of \$5,767.

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

E. 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, 2020 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-E)

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

F. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending December 31, 2020 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-F)

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

G. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of December 31, 2020, 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: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

H. Approval of Budget Transfers (2020/2021)

Resolved: That the Board approve the 2020/2021 budget transfers as listed on Attachment VII-H.

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

I. Approval of December 2020 Payroll

Resolved: That the Board approve the December 2020 gross payroll in the amount of \$415,305.74.

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

J. Approval of Bills Payment

Resolved: That the Board approve payment of the January 19, 2021 regular bills list and as certified and approved. (Attachment VII-J)

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 6-0

VIII. Old Business

Dr. Franks stated that a letter regarding potential shared service opportunities will be sent to local school boards and superintendents to assess if there is any level of interest.

IX. New Business

Mrs. Carlucci wished to see if the Board and the new PTA can develop a way to remember former staff member Mrs. Delicio.

X. Committee Reports

Ms. Devane stated that the curriculum/community relations committee met and discussed the newly developed Bradley Beach Recreational program regarding fitness, the community alliance and their mentor program, and that there will be a revamping of some of the curriculum in the upcoming school year.

Mrs. Merenda stated that the personnel/policy committee met to review with Dr. Wisniewski how policy is developed, and the times during the school year when personnel issues need to be addressed.

Mrs. Carlucci stated that the finance/facility committee met and reviewed the items on tonight's agenda and discussed the different funds that the district has, as well as how much time is left on the district's debt.

XI. President's Report

Dr. Franks stated that she attended her first Neptune Board of Education committee meeting, and that she was looking for Board members to form an ad hoc committee to discuss the creation and development of a new strategic plan for the district.

XII. Public Comments (Agenda Items Only) – None

XIII. Public Comments (Other Items Only) – None

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XIV. Executive Session (if required) – None

XV. Adjournment

By a unanimous voice vote the meeting was adjourned at 7:58 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary