

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**March 16, 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           Ms. Sacci  
                  Ms. Caruso Walker    Ms. Shu Hofsess  
                  Ms. Devane            Mr. Warnet  
                  Ms. Flynn             Dr. Franks  
                  Mrs. Merenda  
                  Dr. Wisniewski, Superintendent/Principal  
                  David Tonzola, Business Administrator/Board Secretary

IV. Discussion Items – Update on District Goals – Dr. Stephen Wisniewski

Superintendent's Report

Dr. Franks began the meeting by asking for a moment to remember Governor Murphy's first anniversary issuing the order to close schools due to the COVID-19 pandemic. Dr. Franks wanted this moment to recognize all individuals affected by the pandemic. Dr. Franks then turned the meeting over to Dr. Wisniewski. Before going over his agenda items, Dr. Wisniewski wanted to first thank the Visiting Nurse Association for the relationship to help get those staff members, who wish to get vaccinated, scheduled. Dr. Wisniewski then gave an update on the district goals: developing multiple scenarios for possible school closing and re-openings throughout the year and how the plans will be communicated to parents; address student growth and areas of loss through the creation of additional district data points, and share the results to the Board of Education, families, and community; continue professional development for staff to support the effective and accessible use of technology in virtual and in-person learning environments; incorporate varied communication methods for all families; and increase outreach efforts for parents/families with communication barriers.

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After discussing the district goals, Dr. Wisniewski reviewed his agenda items with the Board, particularly the personnel and policy resolutions.

Dr. Franks then turned the meeting over to Mr. Tonzola. Before going over his agenda resolutions, Mr. Tonzola reminded the Board to complete their mandated training before December 31, 2021. Mr. Tonzola also updated the Board on the financial disclosure application. Mr. Tonzola then went over the tentative budget with the Board. Mr. Tonzola stated that the general fund budget would be decreasing by 1.68%, or \$128,408. Mr. Tonzola indicated that the Board would be increasing the general fund tax levy by 2% to \$6,446,186. Mr. Tonzola informed the Board that although this year's budget was in balance and without any staff or program cuts, the following three fiscal years, 2023-2025 budgets will be challenging to balance due to the continued reduction in state aid and the inability to generate an excess surplus in the preceding fiscal years. Mr. Tonzola also reviewed the tax rate and the tax rate's effect on an average residential assessed home in Bradley Beach. Mr. Tonzola stated that the budget tonight is tentative, and that the district can still make changes until the public hearing on April 27, 2021. After going over the budget and tax levy with the Board, Mr. Tonzola went over the remaining agenda items.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:42 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 8:43 p.m.

Roll Call

Present: Mrs. Carlucci Ms. Sacci  
Ms. Caruso Walker Ms. Shu Hofsess  
Ms. Devane Mr. Warnet  
Ms. Flynn Dr. Franks  
Mrs. Merenda  
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 – February 16, 2021

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

VI. Superintendent's Report

A. Personnel

1. Resolved: That the Board approve the appointment of Mrs. Erin Healy-Kuper to the position of Softball Coach at the rate of \$3,343.00 as agreed in the BBEA collective bargaining agreement. [B]
2. Resolved: That the Board approve the appointment of Ms. Marissa Raia to the position of Baseball Coach at the rate of \$3,343.00 as agreed in the BBEA collective bargaining agreement. [B]
3. Resolved: That the Board approve the appointment of Ms. Morgan Maclearie and Ms. Courtney Hammell to the Co-Chair the position of Athletic Director at the total rate of \$2,613.00, or \$1,306.50 individually, as agreed in the BBEA collective bargaining agreement. [B]

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

4. Resolved: That the Board approve the job description for Director of Special Services/Social Worker. (Attachment VI-A.4)

MOTION: Mr. Warnet SECOND: Ms. Devane VOTE: 8-1  
 Ms. Caruso Walker voted no

5. 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
Jeanne Acerra	3/29/21	Making Best Use of Google Classroom to Strengthen your Social Studies Instruction 6-12.	Virtual	\$279.00
Jeanne Acerra	3/31/21	101 Best Strategies for Teaching Social Studies for 6-12	Virtual	\$279.00
Yolanda Roeder	4/05/21-4/30/21	Language Acquisition Boot Camp	Virtual	\$149.00
Heather Keith	4/07/21	Supporting Children's Meaning Making, Oral Language Development, and Independence Through Reading.	Virtual	\$60.00
Marissa Raia	4/09/21	Helping English Language Learners Exit Your ELL Program: Impactful Strategies to Accelerate Student Success	Virtual	\$279.00
David Tonzola	4/13/21	NJASBO - NJDOE Overview of the	Virtual	\$ 25.00

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		New Coronavirus Response & Relief Supplemental Appropriations		
Jenny McCann	4/16/21	NJ Assoc. of Learning Consultants - What the Wait Can Do 4 You	Virtual	\$100.00
Marissa Raia	4/17/21	Purposeful Lesson Planning for English Language Learners	Virtual	\$100.00
David Tonzola	5/06/21	NJASBO – Preparing for the Audit, GASB84 and Internal Controls	Virtual	\$ 50.00

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

B. Students

1. Resolved: The BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying in the Month of February.
2. Resolved: That the Board approve the following tuition student for the 2020/2021 school year effective March 15, 2021:
  - Student #2429 – Grade 7

MOTION: Ms. Devane SECOND: Ms. Sacci VOTE: 9-0

C. Policy

1. Resolved: That the Board approve the following Policies and Regulations for a second reading: (Attachment VI-C.1)

<b>Policy/Regulation Number</b>	<b>Policy/Regulation Title</b>
P 0152	Board Officers
P&R 1570	Internal Controls (M)
P&R 1581	Domestic Violence (M)
P&R 2415	Every Student Succeeds Act (M)
P 2415.02	Title 1 – Fiscal Responsibilities (M)
P 2415.05	Student Surveys, Analysis, and/or Evaluations (M)
P 2415.06	Unsafe School Choice Option (M)
P 2415.20	Every Student Succeeds Act Complaints (M)
P 2422	Health and Physical Education (M)
P 3351	Health Workplace Environment
P 3421.13	Postnatal Accommodations

P 4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M)
P 4351	Healthy Workplace Environment
P 4421.13	Postnatal Accommodations
P 5307	Nursing Services Plan (M)
P&R 5330	Administration of Medication (M)
P&R 5330.01	Administration of Medical Cannabis (M)
P 5332	Do Not Resuscitate Orders (M)
P 5335	Treatment of Asthma (M)
P&R 5338	Diabetes Management (M)
P&R 6111	Special Education Medicaid Initiative (SEMI) Program (M)
P 6360	Political Contributions (M)
P 6362	Contributions to Board Members and Contract Awards (M)
P&R 6470.01	Electronic Funds Transfer and Claimant Certification (M)
P 7243	Supervision of Construction (M)
P&R 7422	School Integrated Pest Management Plan (M)
P 7425	Lead testing of Water in Schools (M)
P&R 7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting (M)
P 8210	School Year
P&R 8220	School Day (M)
P 8462	Reporting Potentially Missing or Abused Children (M)
P 8506	School Lunch Program Biosecurity Plan (M)
P 8601	Student Supervision After School Dismissal (M)
P 8651	Community Use of Transportation (M)

2. Resolved: That the Board approve an update to the district calendar for the 2021/2022 school year. (Attachment VI-C.2)
3. Resolved: That the Board approve the update to Appendix P in the Bradley Beach Restart and Recovery Plan, which is part of Policy 1648. (Attachment VI-C.3)

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

VII. Business Administrator/Board Secretary’s Report

A. Approval of Preliminary School Budget – 2021/2022 School Year

Resolved: That the Board approve the Preliminary 2021/2022 School Budget in the following amounts:

General Fund	\$7,529,503
Special Revenue	1,114,858
Debt Service Fund	172,300

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

B. Approval of General & Debt Service Funds' Tax Levies – 2021/2022 School Year

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

General Fund	\$6,446,186
Debt Service	172,300

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

C. Approval to Advertise Preliminary Budget

Resolved: That the Business Administrator is authorized to advertise said preliminary budget in the Asbury Park Press on April 21, 2021 in accordance with the format required by the State Department of Education and according to law.

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

D. Approval of Public Hearing Date

Resolved: That a public hearing be held virtually on April 27, 2021 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2021/2022 school year.

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

E. 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 2021/2022 school year for all staff and board members is \$15,000.00. For 2020/2021 the maximum amount approved for travel and related general fund expenditures was \$15,000.00 of which \$4,084.38. has been spent to date.

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

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

Resolved: That in accordance with the New Jersey Accountability Regulations the 2021/2022 general fund professional services appropriation budget be set for the amount of:

<b>Professional Services</b>	<b>Amount</b>
Legal	\$ 6,000.00
Auditing	23,300.00
Architectural/Engineering	6,000.00
Strategic Planner	4,000.00
Board Negotiator	4,000.00
Occupational Therapist	30,385.00
BCBA	9,000.00
Physician	2,000.00

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

G. Approval of the District’s Special Revenue Fund Professional Services Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2021/2022 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

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

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

Resolved: That in accordance with the New Jersey Accountability Regulations the 2021/2022 general fund co-curricular appropriation budget be established as follows:

<b>Co-Curricular Activities</b>	<b>Salaries</b>
Safety Patrol	\$ 2,699.00
Yearbook	2,699.00
Yearbook Tech. Advisor	2,699.00
Environmental Club	2,699.00
Computer Club	2,699.00
Newspaper Relations	2,699.00
Music Director	3,096.00
DJ	2,699.00
Student Government	2,699.00
Drama Club	2,699.00
8 <sup>TH</sup> Grade Trip Advisor	2,699.00
Webmaster	2,699.00
Washington Stipend	1,200.00
<b>Total</b>	<b>\$33,985.00</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: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

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

Resolved: That in accordance with the New Jersey Accountability Regulations the 2021/2022 general fund athletics appropriation budget be established as follows:

<b>Athletics</b>	<b>Salaries</b>
Baseball	\$ 3,453.00
Softball	3,453.00
Boys Basketball	3,453.00
Girls Basketball	3,453.00
Boys Soccer	3,453.00
Girls Soccer	3,453.00
Athletic Director	2,699.00
Cheerleaders	3,453.00
<b>Total</b>	<b>\$26,870.00</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: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

J. Approval to Delete Stale Dated Check

Resolved: That the Board approve the deletion of the following stale dated check from the Bradley Beach Cash Account ending in 0062.

Check Date	Check Number	Check Amount
3/17/2020	19164	\$395.53

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

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 February 28, 2021 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-K)

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

L. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending February 28, 2021 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: Mr. Warnet VOTE: 9-0

M. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of February 28, 2021, 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: Mr. Warnet VOTE: 9-0

N. Approval of Budget Transfers (2020/2021)

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

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

O. Approval of February 2021 Payroll

Resolved: That the Board approve the February 2021 gross payroll in the amount of \$388,512.45.

MOTION: Ms. Devane SECOND: Mr. Warnet VOTE: 9-0

P. Approval of Bills Payment

Resolved: That the Board approve payment of the March 16, 2021 regular bills list and as certified and approved. (Attachment VII-P)

MOTION: Mr. Warnet SECOND: Mrs. Merenda VOTE: 9-0

VIII. Old Business

Ms. Devane gave the Board an update on Sustainable Jersey for Schools.

Dr. Franks stated that both the Belmar Board of Education and the Avon Board of Education have expressed interest in the shared service letter sent to neighboring districts.

Ms. Flynn gave the Board an update on the Parent-Teacher Association.

IX. New Business – None

X. Committee Reports

Mrs. Carlucci stated that the finance and facilities committee met to review the budget in detail. Mrs. Carlucci thanked both Dr. Wisniewski and Mr. Tonzola for their development of the budget.

Mrs. Merenda stated that the policy and personnel committee met and discussed the items on tonight's agenda.

Ms. Devane stated that the curriculum/community relations committee met and discussed the following items: the district's extended school year program, as well as an expansion of the program for summer 2021; the curriculum that needs updates soon; the school's SOLE program; the I-Ready program; the preschool program; the status of the music program; the district report cards; the Bradley Beach mentor program; and the Bradley Beach Historical Society's event on Sunday, March 21, 2021 concerning the Bradley Beach alumni and current students.

XI. President's Report

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Dr. Franks stated that she would be working with committee chairs to set up committee structures and communication guidelines.

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 8:53 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary