

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**July 19, 2022**

I. Call To Order

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 5:35 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       Ms. Sacci  
                  Ms. Davis                   Ms. Shu Hofsess  
                  Ms. Devane                 Dr. Franks  
                  Ms. Flynn  
                  Dr. Hayes, Interim Superintendent/Principal  
                  Mr. Tonzola, Business Administrator/Board Secretary

IV. Executive Session

President. Franks began the workshop session of the meeting by calling for an executive session at 5:36 p.m. to discuss personnel issues, interview a candidate for the superintendent/principal position, and discuss the superintendent search process.

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

MOTION:   Ms. Flynn           SECOND:   Mrs. Merenda       VOTE:   9-0

Public Workshop Reconvened

On a motion made by Ms. Flynn, and seconded by Mrs. Merenda, the Board reconvened into the workshop session at 7:16 p.m.

Superintendent's Report

Dr. Franks continued the workshop session by turning the meeting over to Dr. Margaret Hayes to review the interim superintendent agenda items. Dr. Hayes reviewed her agenda items with the Board,

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particularly the personnel agenda and the approval for first reading the Harassment, Intimidation, and Bullying Policy.

Dr. Franks then turned the meeting over to Mr. Tonzola.

Before going over his agenda items, Mr. Tonzola reminded the Board about the mandatory training that must be completed before December 31st and the special meetings scheduled for July 21-22. Mr. Tonzola then went over his agenda items with the Board, in particular, the approval of the fiscal year 2023 IDEA Grant, the approval of the toilet room facilities waivers, and the dual use educational space application.

On a unanimous voice vote the workshop portion of the meeting adjourned at 7:42 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 7:43 p.m.

Roll Call

Present: Mrs. Carlucci Mrs. Merenda  
Ms. Caruso Walker Ms. Sacci  
Ms. Davis Ms. Shu Hofsess  
Ms. Devane Dr. Franks  
Ms. Flynn  
Dr. Hayes, Interim Superintendent/Principal  
Mr. Tonzola, Business Administrator/Board Secretary

V. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular/Public Hearing Meeting – June 28, 2022  
Confidential Executive Sessions – June 28, 2022

MOTION: Mrs. Carlucci SECOND: Ms. Caruso Walker VOTE: 9-0

VI. Superintendent's Report

A. Personnel

1. Resolved: That the Board accept, with regret, the letter of resignation, of Ms. Sarah Seeley, Director of Curriculum and Instruction, effective August 20, 2022 (last day of work will be August 19, 2022). (Attachment VI-A.1)

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2. Resolved: That the Board accept, with regret, the letter of resignation, of Ms. Kelli O’Keefe, School Nurse, effective September 1, 2022. (Attachment VI-A.2)
3. Resolved: That the Board approve the appointment of Haley Coleman, a student at Monmouth University, to complete her Yearlong Clinical Practice for 2022/2023 under the direction of cooperating teacher Cara Vilardi (Grade 5/6 ELA). During the first semester, the teacher candidate will complete a minimum of 100 hours in the placement (approximately 10 hours/week). The second semester will be full-time, 5 days/week student teaching.
4. 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	8/8 – 8/11, 2022 8:30 am – 4:00 pm	School Safety Specialist Training	Burlington Township HS 610 Fountain Ave. Burlington, NJ 08016	Mileage: 66 miles per day for a total of 264 miles @ \$.35 per mile = \$92.40 No fees

5. Resolved: That the Board accept, with regret, the letter of resignation, of Ms. Yolanda Roeder, Spanish Teacher, effective sixty (60) days from the date of her attached resignation letter. The Board will release Ms. Roeder from her 60 day notice requirement if a successful replacement can be hired before the conclusion of the above referenced notice period. (Attachment VI-A.5)
6. Resolved: That the Board approve the appointment of Vicki Curran to the position of Guidance Counselor, effective September 1, 2022 through June 30, 2023, salary guide MA Step 10 per Schedule C Salary Guide 2021-2022. Updated salary pending negotiated contract. (Attachment VI-A.6) [B/G]

Note: Once the updated salary guide is created for the 2022/2023 school year, Ms. Curran will be approved at the correct salary guide step.

7. Resolved: That the Board approve the appointment of Daniel Grothues to the position of Physical Education Teacher, effective on September 1, 2022 through June 30, 2023, salary guide BA Step 9 per Schedule C Salary Guide 2021-2022. Updated salary pending negotiated contract. (Attachment VI-A.7) [B]

Note: Once the updated salary guide is created for the 2022/2023 school year, Mr. Grothues will be approved at the correct salary guide step.

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 9-0

B. Curriculum

1. Resolved: That the Board approve the adoption of the following Curricula as recommended by the Board Curriculum Committee:

Science, Grades K – 8  
Visual Arts, K-2  
Visual Arts, Grades 3-5  
Visual Arts, Grades 6-8  
Performing Arts: Dance, K-2  
Performing Arts: Dance, 3-5  
Performing Arts: Dance, 6-8  
Performing Arts: Music, K-2  
Performing Arts: Music, 3-5  
Performing Arts: Music, 6-8  
Performing Arts: Theatre, K-2  
Performing Arts: Theatre, 3-5  
Performing Arts: Theatre, 6-8

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

C. Policy

1. Resolved: That the Board approve the following Policy for a first reading: (Attachment VI-C.1)

Policy/Regulation Number	Policy/Regulation Title
P 5512	Harassment, Intimidation, and Bullying (M) (Revised)

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

VII. Business Administrator/Board Secretary's Report

A. Approval of Acceptance of FY 2023 IDEA Consolidated Formula Grant Funds

Resolved: That the Board approve the acceptance of the FY 2023 IDEA Consolidated Formula Grant Funds as follows:

Program Name	FY 2022 Award Amount
IDEA Basic	\$119,805
IDEA Preschool	2,911

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

B. Approval of FY 2023 Elementary and Secondary Education (ESEA) Formula Grant Application Submission for Title I SIA

Resolved: That the Board approve the acceptance of the FY 2023 ESEA Formula Grant Application Title I SIA Submission as follows:

Program Name	FY 2023 Award Amount
ESEA Title I SIA	\$20,000

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

C. Approval of Toilet Room Facilities Waiver for Pre-Kindergarten Classroom-16 for the 2022/2023 School Year

Resolved: That the Board approve the Toilet Room Waiver for pre-kindergarten classroom number-16 for the 2022/2023 school year.

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

D. Approval of Toilet Room Facilities Waiver for Pre-Kindergarten Classroom-17 for the 2022/2023 School Year

Resolved: That the Board approve the Toilet Room Facilities Waiver for pre-kindergarten classroom number-17 for the 2022/2023 school year.

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

E. Approval of Application for Dual Use of Educational Space for the 2022/2023 School Year

Resolved: That the Board approve the application for dual use of educational space within classroom number-19 for the 2022/2023 school year.

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

F. Approval of the Generous Donation from Bradley Beach Resident/Board Member, Joanne Shu Hofsess

Resolved: That the Board accept the generous monetary donation of \$1,133.99 from Bradley Beach resident/Board Member, Joanne Shu Hofsess, for the purchase of one picnic table. Furthermore, that the Board authorize the Business Administrator to create budget account code 20-001-200-600-23-JS, as well as revenue account code 20-1000-001-23 to account for this transaction.

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

G. 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, 2022 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-G)

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

H. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending June 30, 2022 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-H)

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

I. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of June 30, 2022, 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:23A-16.10(c)3; that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)3, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

J. Approval of Budget Transfers (2021/2022)

Resolved: That the Board approve the 2021/2022 budget transfers as listed on Attachment VII-J.

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

K. Approval of June 2022 Payroll

Resolved: That the Board approve the June 2022 gross payroll in the amount of \$460,699.91.

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 9-0

L. Approval of Bills Payment

Resolved: That the Board approve payment of the June 29, 2022 and the July 19, 2022 regular bills list and as certified and approved. (Attachment VII-L)

MOTION: Mrs. Merenda SECOND: Ms. Flynn VOTE: 9-0

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VIII. Old Business – None

IX. New Business – None

X. Committee Reports

Ms. Sacci gave an overview of the curriculum committee’s meeting and the items that were discussed.

XI. President’s Report

Dr. Franks, on behalf of the entire Board, wanted to thank Ms. Joanne Shu Hofsess for her generous donation.

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 7:46 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary