

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

OFFICIAL MINUTES

Regular Meeting
March 16, 2023

Bradley Beach Mission Statement

The mission of the Bradley Beach Elementary School is to provide a supportive learning environment to a diverse student community, where student success is defined through the demonstration of academic, emotional, and social growth. Our students will develop critical thinking skills to become valued members in today's society, while mastering the skills necessary to pursue future educational achievement.

I. Call To Order/ Open Public Meetings Act

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.

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.

II. Flag Salute/Roll Call

Present: Mr. Carrea Ms. Flynn
 Ms. Caruso Walker Ms. Sacci
 Ms. Davis Ms. Walleston
 Ms. Devane Dr. Franks
 Mr. Heidelberg, Superintendent/Principal
 Mr. Tonzola, Business Administrator/Board Secretary

III. Discussion Items

Dr. Franks called the meeting to order and welcomed all the guests to tonight's meeting. Dr. Franks then turned the meeting over to Mr. Heidelberg, who led the recognition of the winter sports teams. First, Mr. Heidelberg and Ms. Covert, the Bradley Beach cheerleading advisor, recognized the cheerleading squad members. Mr. Heidelberg then recognized the members of the boys' and girls' basketball teams. After Mr. Heidelberg congratulated and acknowledged the winter sports athletes, he introduced student, Mr. Calvin Barratt, who conducted the student representative report.

IV. Student Representative Report

Mr. Barratt discussed the events since the last Board of Education meeting. The topics of discussion included:

- The Read Across American Week events
- The Talent Show

- Pi Night
- The Devils' Game event on 3/21/23
- The closing of the third marking period

V. Committee Reports

Ms. Sacci reviewed the curriculum and community relations committee report with the Board. Ms. Sacci stated that the committee received a presentation from Mrs. Alison Zylinksi, Director of Special Services. Mrs. Zylinksi's presentation included the following:

- The special education program.
- The meaning of least restrictive environment for the students.
- Social-emotional learning program.
- Occupational therapy services offered.
- Physical therapy services offered.
- Applied behavior analytical strategies.

Mr. Carrea went over the finance and facilities committee report with the Board. First, Mr. Carrea thanked Mr. Heidelberg and the Board for adding the mission statement to the agenda. Next, Mr. Carrea stated that the main focus of the meeting was the presentation of the 2023/2024 budget. Mr. Carrea noted that the committee reviewed the budget calendar, the district's challenges during the budget construction, and the continued loss of state aid due to Senate Bill 2 (S2). Mr. Carrea also stated that an inquiry was made on the progress of the two HVAC projects, web access to the security cameras, and the County Safe Street Grant initiative.

Ms. Caruso Walker reviewed the personnel and policy committee meeting report with the Board. Items discussed were policy 0164, the limited certificate of eligibility pilot program, personnel matters, and the 2023/2024 school calendar.

Superintendent's Report

Mr. Heidelberg discussed the 8th-grade dialogue hosted by the Monmouth County School Boards Association, the recently held talent show, Pi Night, the upcoming Devil's Game, and the upcoming PTA gift auction. Mr. Heidelberg provided an update on the Help Me App and the announcement of the Bradley Beach Recreational Department holding baseball and softball clinics. Moreover, Mr. Heidelberg discussed the status of the Strategic Plan and the creation of a flyer to send out to attract families to send their children to Bradley Beach Elementary School on a parent-paid tuition basis.

Executive Session

President Franks called for an Executive Session at 7:36 p.m. to conduct interviews for the board vacancy position.

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

MOTION: Ms. Carusso Walker SECOND: Ms. Sacci VOTE: 8-0

Public Workshop Reconvened

On a motion made by Ms. Devane, and seconded by Ms. Sacci, the Board reconvened into the workshop session at 8:15 p.m.

After the executive session, Mr. Heidelberg reviewed his agenda items with the Board. In particular, Mr. Heidelberg reviewed the personnel items and the policies. Mr. Carrea discussed some additional recommendations for Policy 0164. After a Board discussion concerning this policy, the Board decided to table this agenda item and revisit it at a future date.

Before reviewing his agenda items with the Board, Mr. Tonzola reminded the Board to complete their financial disclosure forms. Moreover, Mr. Tonzola reminded those Board members who must complete mandatory training sessions for the upcoming calendar year. Mr. Tonzola then reviewed his agenda items with the Board. Mr. Tonzola's main discussion encompassed the budget calendar and the 2023/2024 budget. First, Mr. Tonzola reviewed the state aid decrease the district would receive (\$120,042); however, a \$48,826 increase in preschool aid offset this decrease. Next, Mr. Tonzola discussed the excess surplus the district would use to balance the 2023/2024 budget. Mr. Tonzola stated that the general fund budget would decrease by \$313. In addition, Mr. Tonzola indicated that the Board would be increasing the general fund tax levy by 2% to \$6,706,612. 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 tonight's budget is tentative and that the district can still make changes until the public hearing on May 2nd.

On a unanimous voice vote the workshop portion of the meeting adjourned at 9:04 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 9:05 p.m.

Present: Mr. Carrea Ms. Flynn
Ms. Caruso Walker Ms. Sacci
Ms. Davis Ms. Walleston
Ms. Devane Dr. Franks
Mr. Heidelberg, Superintendent/Principal
Mr. Tonzola, Business Administrator/Board Secretary

VI. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:
Special Meeting – February 13, 2023

MOTION: Ms. Flynn SECOND: Ms. Sacci VOTE: 7-0-1
Mr. Carrea abstained

Resolved: That the Board approve the Minutes of:

Regular Meeting – February 23, 2023
Confidential Executive Session – February 23, 2023

MOTION: Ms. Davis SECOND: Ms. Sacchi VOTE: 8-0

VII. Superintendent's Report

A. Personnel

Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status

1. Resolved: That the Board approve the following teachers for the Period A/B Before / After School Targeted Assistance Program (\$45 per hour for 1.5 hours weekly) from March 17, 2023 to May 12, 2023 (excluding school days with 1:00 pm dismissal) under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [G]

- Ms. Courtney Hammell

Note: Grant funds to be used: ARP ESSER Beyond the School Day Grant, account code 20-490-100-101-00-AB.

2. Resolved: That the Board accept the request for medical leave by Ms. Marissa Finch, Preschool Teacher, commencing on March 29, 2023, ending on or about April 24, 2023, utilizing sick days and unpaid medical leave. (Attachment VII-A.2)

3. Resolved: That the Board approve the following teacher/mentor pairing and the stipends associated with the mentor program, which will be paid by the employee:

- Mr. Enrique Perez-Lopez (CE) with Ms. Kristin Goldsworthy - \$550 (prorated)

4. Resolved: That the Board approve the appointment of the following substitute teacher/nurse for the 2022/2023 school year, at a rate of \$100.00 per day for substitute teacher and \$125 per day for substitute nurse:

- Thomas Meidhof
- Carol Cantor (Nurse)

5. Resolved: That the Board rescind the appointment of Ms. Heather Andersen, school lunch aide, retroactive to March 1, 2023.

6. Resolved: That the Board approve the following staff as a school lunch aide or substitute school lunch aide at a salary of \$14.46 per hour, effective on or about March 27, 2023, under

the supervision of Mr. Michael Heidelberg, Principal / Superintendent.
 (Attachment: VII-A.6) [B]

- Ms. Rosita Guzman
- Ms. Tetiana Dmytryshyn (Substitute)

7. Resolved: That the Board approve the attendance and the registration cost of the following staff/board members for engagement in the designated professional training: [G]

Staff Member	Date(s) of Event	Name/Title of Professional Training	Location	Cost
Chloe Grady	Self-Paced	All Access Instruction Course: How to Cultivate Instruction to ELLs	Virtual	\$167.00
Kevin Cosgrove	3-28-23	Strengthening Executive Function Skills	Virtual0	\$279
Kirsty Sucato	3-22-23	Interdisciplinary Forum - Journalism during the Vietnam Era NJ Vietnam Veterans Memorial Foundation	1 Memorial Lane Holmdel	\$35
Hilary Karpoff	4-18-23	ESL Teacher PLC	Manasquan High School	\$0
Elizabeth Franks	4-25-23	Spring Education Symposium	Virtual	\$99
Marjoie Zaccaro	5-16-23 5-17-23 5-18-23	Bridges Intervention Program Training	Virtual	\$275
Ashley Fox	5-5-23	Sustainability Summit	Bell Works	\$40
Heather Sauer	5-5-23	Sustainability Summit	Bell Works	\$40
Hilary Karpoff	5-2-23	Differentiated Instruction Across All Content Areas in Secondary Classrooms	Virtual	\$279

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 8-0

B. Students

1. Resolved: That the BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying with no investigations in the Month of March, as of 3/10/23.
2. Resolved: That the Board approve the following 2022/2023 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards:

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Date	Grade	Location	Cost	Bus
3/24/23	Pre K	Vic's Italian Restaurant	\$0	Walking Trip
3/27/23 (Rain Date 3/28/23)	6th	Congregation Agudath Achim Synagogue	\$0	Walking Trip

MOTION: Ms. Sacci SECOND: Ms. Caruso Walker VOTE: 8-0

C. Policy

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

Policy/Regulation Number	Policy/Regulation Title
P 0135	Retirement - Abolish
P 0145	Board Member Resignation and Removal
P 0146	Board Member Authority
P 0148	Board Member Indemnifications
P 0163	Quorum
P 0169	Board Member Use of Electronic Mail/Internet
P 0173	Duties of the Public School Accountant
P 0174	Duties of Board Attorney
P 1511	Board of Education Website Accessibility
P 1550	Affirmative Action for Employment and Contract Practices

MOTION: Ms. Davis SECOND: Ms. Sacci VOTE: 8-0

2. Resolved: That the Board approve the following Policies and Regulations for a second reading and adoption: (Attachment VII-C.2)

Policy/Regulation Number	Policy/Regulation Title
P 0164	Conduct of Board Meeting

Tabled

The following is the vote to table Resolution VII-C.2

MOTION: Ms. Davis SECOND: Ms. Sacci VOTE: 8-0

D. Curriculum

1. Resolved: That the Board approve the submission of the Bradley Beach School District's New Jersey Tiered System of Supports for Early Reading (NJTSS-ER) Grant. (Attachment VII-D.1)
2. Resolved: That the Board approve the submission of the Bradley Beach School District's Preschool Budget Narrative and Planning Workbook. (Attachment VII-D.2)

MOTION: Ms. Davis SECOND: Ms. Sacchi VOTE: 8-0

VIII. Business Administrator/Board Secretary's Report

Board Secretary's Monthly Certification

That pursuant to N.J.A.C. 6A:23A-16.10(c) 3, I David Tonzola, Business Administrator/Board Secretary does hereby certify that as of February 28, 2023 no line item account has encumbrances and expenditures, which in total exceed the line items appropriations in violation of N.J.A.C. 6A:23A-16.10(c) 4.

David Tonzola
School Business Administrator/Board Secretary

Payroll Certification

The School Business Administrator/Board Secretary reports, in compliance with N.J.S.A. 18A:19-1b, that he has certified the following February amounts:

February 15, 2023 \$213,212.86
February 28, 2023 \$204,712.51

A. Approval of Tentative School Budget – 2023/2024 School Year

Resolved: That the Board approve the Tentative School Budget for the 2023/2024 school year using the 2023/2024 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with statutory deadline:

	General Fund	Special Revenue	Debt Service	Total
2023/2024 Total Expenditures	\$7,589,547	\$1,499,275	0	\$9,088,822
Less Anticipated Revenues	882, 935	1,499,275	0	2,382,210
Taxes to be Raised	\$6,706,612	0	0	\$6,706,612

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

B. Approval of General & Debt Service Funds' Tax Levies – 2023/2024 School Year

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

General Fund	\$6,706,612
Debt Service	0

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

C. Approval to Advertise Tentative Budget

Resolved: That the Business Administrator is authorized to advertise said tentative budget in the Asbury Park Press on April 26, 2023 in accordance with the format required by the State Department of Education and according to law.

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

D. Approval of Public Hearing Date

Resolved: That a public hearing be held at the Bradley Beach Elementary School, Bradley Beach New Jersey on May 2, 2023 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2023/2024 school year.

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

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 2023/2024 school year for all staff and board members is \$14,100.00. For 2022/2023 the maximum amount approved for travel and related general fund expenditures was \$13,600.00 of which \$6,600.00 has been spent to date.

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

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

Resolved: That in accordance with the New Jersey Accountability Regulations the 2023/2024 general fund professional services appropriation budget be set for the amount of:

Professional Services	Amount
Legal	\$ 6,000.00
Auditing	26,138.00

Architectural/Engineering	10,000.00
Occupational Therapist	33,385.00
BCBA	15,000.00
Physician	2,000.00

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

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

Resolved: That in accordance with the New Jersey Accountability Regulations the 2023/2024 special revenue fund professional services appropriation budget be set for the amount of:

Professional Services	Amount
Physical Therapy	\$ 10,000.00

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

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

Resolved: That in accordance with the New Jersey Accountability Regulations the 2023/2024 general fund co-curricular appropriation budget be established as follows:

Co-Curricular Activities	Salaries
Safety Patrol	\$ 2,894.00
Yearbook	2,894.00
Yearbook Tech. Advisor	2,894.00
Environmental Club	2,894.00
Computer Club	2,894.00
Newspaper Relations	2,894.00
Music Director	3,320.00
DJ	2,894.00
Student Government	2,894.00
Drama Club	2,894.00
8 TH Grade Trip Advisor	2,894.00
Webmaster	2,894.00
Washington Stipend	1,200.00
Total	\$36,354.00

Co-Curricular Activities	Supplies
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
Total	\$250.00

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

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

Resolved: That in accordance with the New Jersey Accountability Regulations the 2023/2024 general fund athletics appropriation budget be established as follows:

Athletics	Salaries
Baseball	\$3,703.00
Softball	3,703.00
Boys Basketball	3,703.00
Girls Basketball	3,703.00
Boys Soccer	3,703.00
Girls Soccer	3,703.00
Athletic Director	2,894.00
Cheerleaders	3,703.00
Total	\$28,815.00

Athletics	Purchased Services (Board Subsidy e.g. transportation & officials)
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
Total	\$15,000.00

Athletics	Supplies
Baseball	\$ 357.14
Softball	357.14
Boys Basketball	357.14
Girls Basketball	357.14
Boys Soccer	357.14
Girls Soccer	357.14
Cheerleaders	357.16
Total	\$2,500.00

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

J. Approval of the 2023/2024 Preschool Budget Worksheet

Resolved: That the Board approve the submission of the 2023/2024 Preschool Budget Worksheet. (Attachment VIII-J)

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

K. Approval of the 2022/2023 Allocations of Supply Chain Assistance Funding

Resolved: That the Board approve the acceptance of the three rounds of supply chain assistance funding in the following amounts:

SCA Allocation #	SCA Amount
1	\$9,460.95
2	9,042.45
3	6,823.32

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

L. Approval of the Submission of the FY23 School Climate Change Pilot Grant

Resolved: That the Board approve the submission of the FY23 School Climate Change Pilot Grant Application in the amount of \$6,660.00.

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

M. 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, 2023 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment VIII-M)

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

N. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending February 28, 2023 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 VIII-N)

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

O. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3, I, David Tonzola, Business Administrator/Board Secretary, do hereby certify that as of February 28, 2023, 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)4, that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

P. Approval of Budget Transfers (2022/2023)

Resolved: That the Board approve the 2022/2023 budget transfers as listed on Attachment VIII-P.

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

Q. Approval of February 2023 Payroll

Resolved: That the Board approve the February 2023 gross payroll in the amount of \$417,925.37.

MOTION: Mr. Carrea SECOND: Ms. Caruso Walker VOTE: 8-0

R. Approval of Bills Payment

Resolved: That the Board approve payment of the March 16, 2023 regular bills list and as certified and approved. (Attachment VIII-R)

MOTION: Ms. Flynn SECOND: Mr. Carrea VOTE: 8-0

S. Approval of Use of School Building – Bradley Beach Arts Council

Resolved: That the Board approve the use of the Bradley Beach Elementary School by the Bradley Beach Arts Council on Thursday, April 27, 2023, through Sunday, April 30, 2023, as per Attachment VIII-S.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0

T. Appointment of Board Member

Resolved: That the Board appoint Noelle Weinberg as a Board member to fill the vacant unexpired term of office effective immediately. Noelle Weinberg shall serve until the organization meeting following the upcoming annual election (December 2023).

MOTION: Ms. Devane SECOND: Ms. Flynn VOTE: 8-0

IX. Old Business – None

X. New Business – None

XI. President’s Report – None

XII. Public Comments (Agenda Items Only)

Ms. Karen Golding, Bradley Beach, NJ asked about what neighboring town the district would be looking to draw from for parent-paid tuition.

Councilman Al Gubitosi, Bradley Beach, NJ, inquired about what year any additional state aid would be recorded in if additional funds would be given by the state.

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 9:12 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary