

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**November 15, 2022**

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 7:08 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:       Mrs. Carlucci           Ms. Flynn  
                  Ms. Caruso Walker    Mrs. Merenda  
                  Ms. Davis               Ms. Sacci  
                  Ms. Devane             Dr. Franks  
                  Mr. Heidelberg, Superintendent/Principal  
                  Mr. Tonzola, Business Administrator/Board Secretary

Absent:        Ms. Shu Hofsess

III. Discussion Items

Mr. Heidelberg began the meeting by welcoming and congratulating the boys' and girls' soccer teams. Mr. Heidelberg thanked both coaches, Mr. Grothues and Ms. Hammell. Mr. Grothues recognized the boy soccer members and presented them with a certificate. Ms. Hammell then proceeded to call the girl soccer members and present them with a certificate.

After the recognition of the soccer teams, Mr. Heidelberg went over a brief overview of the gifted and talented program. Mr. Heidelberg discussed the New Jersey gifted and talented code and the screening process for selection into the gifted and talented program. Moreover, Mr. Heidelberg stated that the district has joined the Shore Consortium for gifted and talented, which would provide shared services amongst the consortium members.

IV. Student Representative Report

After Mr. Heidelberg's presentation, the Board received the student representative report from Kayleigh Cook. Ms. Cook discussed the events since the last Board of Education meeting. The topics of discussion included:

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- The student council election.
- Red ribbon week.
- The Halloween Parade.
- The start of the Basketball season.
- The ending of the first marking period.

V. Committee Reports

Ms. Sacci reviewed the curriculum and community relations committee meeting report with the Board.

Ms. Devane went over the finance and facilities committee report with the Board. Items that were discussed were the use of the ARP ESSER III funds, the energy audit, and the annual financial audit.

Superintendent's Report

Mr. Heidelberg discussed the open house event, the Halloween Parade, and the creation of the new Facebook page for the school. Lastly, Mr. Heidelberg wanted to thank the Bradley Beach Education Association for their help with the first-ever open house. In addition, he expressed his appreciation of Ms. Joanne Shu Hofsess for her service to the Board and her generous donation of one picnic table for the students to use at lunchtime.

Executive Session

President Franks called for an Executive Session at 7:37 p.m. to discuss personnel and student matters.

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

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

Public Workshop Reconvened

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

Superintendent's Report

After the executive session, Mr. Heidelberg reviewed his agenda items with the Board, particularly the personnel items and the visiting artist assembly.

Afterward, Mr. Tonzola discussed his agenda items with the Board. In particular, the transportation routes, the use of facilities request, and the approval of the New Jersey Schools Insurance Group Safety Grant.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:41 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 8:42 p.m.

Roll Call

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

Absent: Ms. Shu Hofsess

VI. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – October 18, 2022  
Confidential Executive Sessions – October 18, 2022

MOTION: Ms. Flynn SECOND: Ms. Sacci VOTE: 7-0-1  
Mrs. Merenda abstained

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 request for a Leave of Absence:  
(Attachment VII-A.1)

Staff Member	Reason	Position	Date Effective	End Date
Jardine, Megan	Maternity Leave	Special Education Teacher	1/9/2023	5/4/2023

2. Resolved: That the Board accept, with regret, the following resignations:  
(Attachment VII-A.2)  
No attachment for Ms. Dawn Stiles

Position	Staff Member(s)	Effective Date
School Counselor	Ms. Vicki Curran	January 1, 2023
Lunch Aide	Ms. Dawn Stiles	November 21, 2022

3. Resolved: That the Board approve the appointment of Ms. Carmen Torres, School Secretary, replacing Ms. Reveka Bojic-Medic, for the 2022/23 school year, effective November 16, 2022, at a 10 month salary of \$29,166 prorated per start date, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent. (Attachment VII-A.3) [B]

4. Resolved: That the Board approve the appointment of the following substitute teacher for the 2022/2023 school year, at a rate of \$100 per day: [B]

- Mr. Isaac Sultan

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
Marissa Finch	12-2-22	Maximize ELL Students' Learning	Virtual	\$279
Amy Roth	12-8-22	Accelerate ELL Students' Learning in PreK and Kindergarten	Virtual	\$279
Heather Sauer	12-2-22	Inclusion Leadership Conference	Cherry Hill, NJ	\$175
Kristin Goldsworthy	1-24-23	Helping Your Struggling Readers Who Have Fallen Behind	Virtual	\$279
Paul Mulligan	12-15-22	G&T Articulation Meeting	Freehold, NJ	\$0
Paul Mulligan	12-16-22	Shore Consortium for G&T	Shrewsbury Borough School	\$0
Stephanie Soriano	12-15-22	Sonday System 1	Virtual	\$325
Isabel Segoviano	1-19-23	Catching Up 1st Grade Students Who Have Fallen Behind	Virtual	\$279
Lucia Newberry	1-12-23	Significantly Increase ELLs Fluency in Reading, Writing & Speaking	Virtual	\$279

6. Resolved: That the Board approve Kathleen Clayton as a visiting artist for a Sustainable Art cross-curricular project for 7th and 8th grades at a rate of \$30 per hour for 20 two-hour lessons, not to exceed 40 total hours. (Attachment VII-A.6) [B]

7. Resolved: That the Board approve the following staff to serve as translators as needed, paid at the contractual rate, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Ms. Carmen Torres

Note: Translation services are at a rate of \$45 per hour

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

B. Policy

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

Policy/Regulation Number	Policy/Regulation Title
P 4434	Support Staff - Holidays
P 4433	Support Staff - Vacations
P 4220	Support Staff - Employee Evaluation

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

Policy/Regulation Number	Policy/Regulation Title
P 5512	Harassment, Intimidation, or Bullying

3. Resolved: That the Board approve the updated Job Descriptions: (Attachment VII-B.3)

- School Counselor
- Home School Liaison

MOTION: Mrs. Carlucci SECOND: Mrs. Merenda VOTE: 8-0

C. Students

1. Resolved: That the BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying, with two investigations including one ongoing investigation, in the Month of November 2022.
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: [B]

Date	Grade	Location	Cost	Bus
3/29/23	5-8	Novins Planetarium 1 College Drive Toms River, NJ	\$594	At a cost not to exceed \$600

3. Resolved: That the Board approve the following tuition students for the 2022/2023 school year:

- Student #2613 – Grade 4
- Student #2500 – Grade 7

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

VIII. Business Administrator/Board Secretary’s Report

A. Board Member Resignation

Resolved: That the Board accept, with regret, the resignation of Joanne Shu Hofsess from the Board of Education, effective November 30, 2022. (Attachment VIII-A)

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

B. Approval of Joint Transportation Agreement – Neptune Township

Resolved: That the Board approve the following joint transportation agreements with the Neptune Township Board of Education for the transportation of Bradley Beach students for the 2022/2023 school year. [B]

Route #	Destination	Total
VCF2AMI	Biotechnology/Career Center	\$ 8,312.01
VCF2PMI	Biotechnology/Career Center	10,256.05
CA2AM	College Achieve Charter	1,023.02
HCB2AM	Christian Brothers Academy	5,599.72
STR4AM	St. Rose	2,072.61
CH3AM	Communications High School	8,470.58
	<b>Total</b>	<b>\$35,733.99</b>

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

C. Approval of Special Education & Public School Routes with the Monmouth-Ocean Educational Services Commission, Colts Neck, NJ for the 2022/2023 Year

Resolved: That the Board approve the special education and public school routes with the Monmouth-Ocean Educational Services Commission, Colts Neck, NJ for the transportation of Bradley Beach students to various schools for the 2022/2023 school year. [T]

<b>Route #</b>	<b>Destination</b>	<b>Cost</b>
V376	High Technology High School	\$ 46,994.40
SE1026	Bradley Beach Elementary School	34,938.00
7546	Neptune High School	18,133.20
	<b>Total</b>	<b>\$100,065.60</b>

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

D. Approval of Special Education Route with the Union County Educational Services Commission, Westfield, NJ for the 2022/2023 School Year

Resolved: That the Board approve the special education school route with the Union County Educational Services Commission, Westfield, NJ, for the transportation of Bradley Beach Students to various schools for the 2022/2023 school year. [T]

<b>Route #</b>	<b>Destination</b>	<b>Cost</b>
CS301	Lambert Mills Academy	\$14,850.00
301EC	Lambert Mills Academy	4,839.12
	<b>Total</b>	<b>\$19,689.12</b>

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

E. Approval of Joint Transportation Agreement – Red Bank Regional High School

Resolved: That the Board approve the following joint transportation agreement with the Red Bank Regional High School Board of Education for the transportation of Bradley Beach students for the 2022/2023 school year. [B]

<b>Route #</b>	<b>Destination</b>	<b>Total</b>
V621	Red Bank Regional High School	\$43,194.10

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

F. Approval of Use of School Building – Allencrest Locations

Resolved: That the Board retroactively approve the use of the Bradley Beach Elementary School by Allencrest Locations on Monday, November 7, 2022, as per Attachment VIII-F.

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

G. Approval of Use of School Building – Bradley Beach Business & Community Alliance

Resolved: That the Board approve the use of the Bradley Beach Elementary School by the Bradley Beach Business & Community Alliance to hold its annual meeting on Monday, January 23, 2023 at 5:30 p.m.

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

H. 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, January 26, 2023 through Sunday, January 29, 2023, and Friday, February 3, 2023 through Sunday, February 5, 2023 as per Attachment VIII-H.

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

I. Approval to Accept Classroom Supplies Donation from Burlington Store

Resolved: That the Board approve the acceptance of the donation of classroom supplies valuing \$1,000.00 from Burlington Store for Ms. Diana Rodrick’s kindergarten classroom.

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

J. Approval to Accept FY 2022 Safety Grant Funds from New Jersey Schools Insurance Group

Resolved: That the Board accept the FY 2022 safety grant funds of \$4,340.00 from New Jersey Schools Insurance Group. Furthermore, that the Board authorize the Business Administrator to create budget account code 20-001-200-600-22-SG as well as revenue code 20-1000-001-22 to account for this transaction.

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

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 October 31, 2022 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VIII-K)

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

L. Approval of Treasurer’s Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending October 31, 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 VIII-L)

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

M. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of October 31, 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: Ms. Caruso Walker VOTE: 8-0

N. Approval of Budget Transfers (2022/2023)

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

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

O. Approval of October 2022 Payroll

Resolved: That the Board approve the October 2022 gross payroll in the amount of \$410,263.14.

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

P. Approval of Bills Payment

Resolved: That the Board approve payment of the November 15, 2022 regular bills list and as certified and approved. (Attachment VIII-P)

MOTION: Mrs. Merenda SECOND: Ms. Flynn VOTE: 8-0

IX. Old Business – None

X. New Business

Ms. Flynn went over the upcoming 8<sup>th</sup> grade fundraising events and PTA events.

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XI. President's Report

Dr. Franks thanked the teachers and administrators for a wonderful open house event. Dr. Franks also reminded the Board of the Strategic Planning Board meeting on November 29th at 6:30 pm. Lastly, Dr. Franks wanted to publicly thank Ms. Joanne Shu Hofsess for her service to the Board of Education.

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 8:46 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary