

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**September 20, 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 7:03 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

IV. Student Representative Report

Mr. Heidelberg introduced the student representative, eighth-grader Jalil Bessellieu, to the Board. Mr. Bessellieu gave his report to the Board. The report included all the activities that have occurred since the start of the school year.

After the student representative report, Mr. Heidelberg called for an executive session to discuss personnel and student issues. Mr. Heidelberg stated that the executive session would last approximately twenty minutes.

Executive Session

President Franks called for an Executive Session at 7:08 p.m. to discuss personnel and student matters.

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

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

Public Workshop Reconvened

On a motion made by Ms. Flynn, and seconded by Ms. Caruso Walker, the Board reconvened into the workshop session at 7:38 p.m.

Superintendent's Report

After the executive session, Mr. Heidelberg gave the Board an overview of the opening of the school, discussing the inaugural convocation, the upcoming back-to-school night, the book fair, picture day, the celebration of Hispanic Heritage Month, and the upcoming Start Strong Assessment, which will be administered during the week of October 3rd.

After Mr. Heidelberg's report, he reviewed his agenda items, mainly the personnel issues. Mr. Heidelberg highlighted the approval of the stipend positions. He wanted to thank Ms. Ruth Ramirez for her dedication and service to the Bradley Beach Elementary School in various capacities during her tenure. Mr. Heidelberg also went over the policy for first reading, the emergency virtual or remote instruction program, as well as the adoption of the virtual learning plan.

Afterward, Mr. Tonzola began his section of the workshop meeting, going over the mandatory training sessions that current Board members must complete for the upcoming school year, the salaries to be paid out of federal grants, and the approval of the carryover applications for ESEA.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:24 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 8:25 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

V. Minutes:

Approval of Meeting Minutes

Resolved:     That the Board approve the Minutes of:

Special Meeting – August 11, 2022

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

Resolved: That the Board approve the Minutes of:

Regular Meeting – August 16, 2022  
Confidential Executive Sessions – August 16, 2022

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

Resolved: That the Board approve the Minutes of:

Special Meeting – August 30, 2022  
Confidential Executive Session – August 30, 2022

MOTION: Ms. Davis SECOND: Mrs. Merenda VOTE: 7-0-1  
Ms. Devane abstained

VI. Superintendent’s Report

A. Personnel

1. Resolved: That the Board approve the following personnel for stipend positions for the 2022/2023 school year as agreed in the BBEA Collective Bargaining Agreement, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

Position	Staff Member(s)	Payment
Boys Basketball	Mr. P. Mulligan	\$3,576.00
Girls Basketball	Ms. M. Saryian	\$3,576.00
Boys Soccer	Mr. D. Grothues	\$3,576.00
Girls Soccer	Ms. C. Hammell	\$3,576.00
Girls Softball	Ms. M. Saryian	\$3,576.00
Cheerleaders Advisor	Ms. N. Covert	\$1,788.00
(split stipend)	Ms. S. Soriano	\$1,788.00
Musical Director	Mr. A. LeProtto	\$3,206.00
Athletic Director	Ms. C. Hammell	\$2,795.00
Environmental Club	Ms. H. Sauer	\$2,795.00
Safety Patrol Director	Ms. A. Fox	\$2,795.00
Student Government	Ms. J. Acerra	\$1,397.50

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(split stipend)	Ms. N. Covert	\$1,397.50
Computer Club	Ms. A. Fox	\$2,795.00
Newspaper	Ms. K. Sucato	\$2,795.00
Yearbook Advisor	Ms. H. Sauer	\$2,795.00
Webmaster	Ms. A. Fox	\$2,795.00
DJ	Mr. A. LeProtto	\$2,795.00
8 <sup>th</sup> Grade Trip Coordinator	Ms. J. Acerra	\$2,795.00

2. Resolved: That the Board approve the following yearly stipend positions for the 2022/2023 school year, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent:

- Yearbook II
- SOLE Sisters
- Garden Club
- House Coordinator
- High School Math Preparation

3. Resolved: That the Board approve the following personnel for yearly stipend position for the 2022/2023 school year, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B/G]

<b>Position</b>	<b>Staff Member(s)</b>	<b>Payment</b>
Yearbook II Advisor	Ms. M. Vitale	\$45.00 Per Hour, at a total cost not to exceed \$2,795.00
Garden Club Advisor	Ms. A. Bialek	\$45.00 Per Hour, at a total cost not to exceed \$2,795.00
SOLE Sisters Advisor (Split Stipend)	Ms. K. Skribner	\$45.00 Per Hour, at a total cost not to exceed \$1,397.50
SOLE Sisters Advisor (Split Stipend)	Ms. C. Grady	\$45.00 Per Hour, at a total cost not to exceed \$1,397.50
High School Math Preparation Advisor	Ms. A. Fox	\$45.00 Per Hour, at a total cost not to exceed \$2,795.00

Note: Grant funds to be used: ARP ESSER Beyond the School Day Grant, account code 20-490-100-100-00, Title IV current year 20-280-100-100-00, and Title IV Carryover 20-281-100-100-00.

4. Resolved: That the Board approve the following teachers for the Period B After School Targeted Assistance Program (\$45 per hour for 1.5 hours weekly) from October 17, 2022 to May 12, 2023 (excluding school days with 1:00 pm dismissal), under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [G]

- Ms. E. D'Angelo

- Ms. M. Jardine
- Ms. S. Soriano

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

5. Resolved: That the Board retroactively approve the following paraprofessionals to conduct child care for the “Before School Student Breakfast” program at a salary of \$14.46 per hour for up to 2.5 hours per week from September 7, 2022, through June 30, 2023, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Ms. J. Hunter
- Ms. T. Rinkel (substitute)

6. Resolved: That the Board approve the appointment of the following substitute teacher for the 2022/2023 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Ms. Patricia Velasquez-Orlando

7. Resolved: That the Board approve the following staff to serve as translators as needed, paid at the contractual rate of \$45 per hour, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Ms L. Newberry
- Ms. D. Rodrick
- Ms. I. Segoviano
- Ms. S. Soriano
- Ms. Ruth Ramirez
- Ms. Patricia Velasquez-Orlando

8. Resolved: That the Board approve the following appointments in the New Jersey/District School Information System:

<b>Position</b>	<b>Name</b>
District Homeless Education Liaison	Mrs. Alison Zylinski
Intervention and Referral Services Coordinator	Ms. Morgan Maclearie-Gonzalez
District Professional Development Chair	Ms. Morgan Maclearie-Gonzalez
State Testing Coordinator	Mr. Michael Heidelberg
Anti-Bullying Coordinator / Specialist	Mrs. Alison Zylinski
District Educational Stability Liaison	Mrs. Alison Zylinski
District Bilingual/ESL/ELS Point of Contact	Mrs. Alison Zylinski
NJSMART Point of Contact	Ms. Morgan Maclearie-Gonzalez
District NCLB Coordinator (ESSA)	Mr. Michael Heidelberg

9. Resolved: That the Board approve the additional following appointments/reappointments for the 2022/2023 school year:

504 Officer	Mr. Alison Zylinski
BSI Contact Person	Ms. Morgan Maclearie-Gonzalez
Right to Know Contact Person	Mr. Philip Henderson
AHERA Representative	Mr. Philip Henderson
Integrated Pest Mgmt. Contact Person	Mr. Philip Henderson
Petty Cash Fund	Mr. David Tonzola
Public Agency Compliance Officer	Mr. David Tonzola
Open Public Records Administrator	Mr. David Tonzola
Affirmative Action Officer	Ms. Morgan Maclerie-Gonzales
Student Assistance Coordinator	Ms. Alison Zylinski
Purchasing Agent	Ms. David Tonzola
Title IX Contact Person	Ms. Morgan Maclearie-Gonzalez

10. Resolved: That the Board approve the appointment of Ms Morgan Maclearie-Gonzalez as the Director of Curriculum and Instruction effective September 20, 2022, at a pro-rated salary of \$110,000 through June 30, 2023. The prior appointment of Morgan Maclearie-Gonzalez as Supervisor of Curriculum and Instruction is rescinded effective September 20, 2022.

11. Resolved: That the Board accept, with regret, the following resignations: (Attachment VI-A.11)

Position	Staff Member(s)	Effective Date
Replacement Teacher	Ms. Christina Loucel	9/1/22
Paraprofessional	Ms. Danielle DeMarco	9/1/22
School Secretary	Ms. Ruth Ramirez	10/1/22

12. Resolved: That the Board approve the following clinical practice placement for the 2022/23 school year, under the supervision of Ms. Morgan Maclearie-Gonzalez, Supervisor of Curriculum and Instruction:

Name	University	Cooperating Teacher	Timeline
Ms. Brianna Paliotta	Monmouth University	Ms. A Silverstein / Ms. J. Pingitore	September - December 2022

13. Resolved: That the Board approve the following staff member salary adjustment, effective October 1, 2022, as a result of the completion of coursework, which was completed at an accredited university: [T]

<b>Name</b>	<b>Previous Salary Level</b>	<b>New Salary Level</b>
Ms. Megan Jardine	\$55,700 (Step 2, BA)	\$58,400 (Step 2 BA + 30)

14. Resolved: That the Board approve the updated Job Descriptions:  
(Attachment VI-A.14)

- Head Custodian
- Custodian
- Paraprofessional

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

<b>Staff Member</b>	<b>Date(s) of Event</b>	<b>Name/Title of Professional Training</b>	<b>Location</b>	<b>Cost</b>
Ms. J. DiZefalo	10/12, 10/13, 10/14	AENJ Together in Art Conference	Ocean Place Resort and Spa 1 Ocean Blvd. Long Branch, NJ	\$280.00

16. Resolved: That the Board approve the appointment of Ms. Jennifer Bennett, Preschool Paraprofessional, replacing Ms. Danielle Demarco, at a prorated salary of \$26,876, starting October 3, 2022, under the supervision of Mrs. Alison Zylinski, Director of Special Services and Mr. Michael Heidelberg, Principal / Superintendent. [B]  
(Attachment VI-A.16)

17. Resolved: That the Board approve the appointment of Ms. Lenore Lambert, Administrative Assistant to the Superintendent, replacing Ms. Ruth Ramirez, as a temporary leave replacement, starting October 3rd, 2022, paid at the per diem rate of \$100 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent. [B]  
(Attachment VI-A.17)

18. Resolved: That the Board approve retroactively the Curriculum Development summer hours, at the contractual rate of \$45 per hour, for the following staff: [B]

<b>Name</b>	<b>Subject</b>	<b>Hours</b>
Ms. C. Hammell	Health and P.E. Revisions	6

MOTION: Mrs. Carlucci SECOND: Ms. Sacci VOTE: 8-0

B. Curriculum

1. Resolved: That the Board approve the following walking field trips for the school year 2022-23:

- Bradley Beach Library
- Bradley Beach Boardwalk
- Main Street Shops
- Fire Department
- Bradley Beach Boro Hall
- Bradley Beach Recreation Center
- Riley Park
- Bradley Beach Food Pantry

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

C. Policy

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

<b>Policy/Regulation Number</b>	<b>Policy/Regulation Title</b>
P 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
R 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)

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

<b>Policy/Regulation Number</b>	<b>Policy/Regulation Title</b>
P 1648.15	Recordkeeping for Healthcare Settings in School Buildings – COVID-19 (M) (New)
P 2415.04	Title I – District – Wide Parent and Family Engagement (M) (Revised)
P 2415.50	Title I – School Parent and Family Engagement (M) (New)
P 2417	Student Intervention and Referral Services (M) (Revised)
P 3161	Examination for Cause (Revised)
P 4161	Examination for Cause (Revised)
P & R 7410	Maintenance and Repair (M) (Revised)
P 8420	Emergency and Crisis Situations (M) (Revised)
P & R 9320	Cooperation with Law Enforcement Agencies (M) (Revised)

3. Resolved: That the Board approve the adoption of the Virtual Learning Plan (2022/2023) for Bradley Beach Elementary School. (Attachment VI-C.3)

MOTION: Mrs. Carlucci SECOND: Ms. Caruso Walker VOTE: 8-0

D. Students

1. Resolved: That the BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying, with one (1) investigation in the Month of September 2022.

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

- Student #2619 – Grade 5
- Student #2432 – Grade 7
- Student #2583 – Grade 7
- Student #2486 – Grade 7
- Student #2580 – Grade 7

3. Resolved: That the Board approve the following tuition contracts for the 2022/2023 school year: [B]

ID No.	School	Location	Start Date	Annual Tuition Rate
61 full time students	Neptune H.S.	Neptune, NJ	9-1-22	\$15,300.00 per student
5 share time students	Neptune H.S.	Neptune, NJ	9-1-22	\$7,6500.00 per student
23 full time students	Red Bank H.S.	Red Bank, NJ	9-1-22	\$16,425.00 per student
3 full time students	AAHS	Neptune, NJ	9-1-22	\$7,023.00 per student
2 full time students	BTHS	Freehold, NJ	9-1-22	\$7,023.00 per student
6 full time students	Career Center	Freehold, NJ	9-1-22	\$6,242.00 per student
2 full time students	CHS	Wall, NJ	9-1-22	\$7,023.00 per student
2 full time students	HTHS	Lincroft, NJ	9-1-22	\$7,023.00 per student
1 shared time student	ST Neptune	Neptune, NJ	9-1-22	\$988.00

4. Resolved: That the Board approve the contract for student Nursing Services with Bayada Home Health Care, Inc. for student #2733, at a rate of \$65 per hour for the 2022/2023 school year, under the supervision of Ms. Alison Zylinski, Director of Special Services. [T]

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

VII. Business Administrator/Board Secretary's Report

A. Approval of Salaries to be Funded by Federal Grants: FY 2023 IDEA

Resolved: That the Board approve the following salaries to be charged to the following federal grants: [G]

Name	Salary	Account Code	Federal Grant	Percentage of Salary
Megan Jardine	\$33,000.00	20-250-100-101-00	IDEA Basic	59.25%

Traci Rankel	26,876.00	20-250-100-106-00	IDEA Basic	100.00%
Nichole Covert	26,876.00	20-250-100-106-00	IDEA Basic	100.00%
Laurel Degnan	1,928.00	20-252-100-101-00	IDEA Preschool	2.34%

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

B. Approval of Salaries to be Funded by Federal Grants: FY 2023 Elementary and Secondary Education (ESEA) Formula Grants

Resolved: That the Board approve the following salaries to be charged to the following federal grants: [G]

Name	Salary	Account Code	Federal Grant	Percentage of Salary
Alisa Guzzi	\$47,680.00	20-231-100-101.00	ESEA Title I	100.00%
Lucia Newberry	29,010.00	20-231-100-101.00	ESEA Title I	42.01%
Lucia Newberry	13,245.00	20-234-100-101-00	ESEA Title ISIA	19.18%
Lucia Newberry	6,351.00	20-241-100-101-00	ESEA Title III	9.20%

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

C. Approval of Salaries to be Funded by Federal Grants: FY 2023 Elementary and Secondary School Emergency Relief (ESSER II) Formula Grant Funds Authorized by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)

Resolved: That the Board approve the following salaries to be charged to the following federal grants: [G]

Name	Salary	Account Code	Federal Grant	Percentage of Salary
Stephanie Soriano	\$55,988.00	20-483-100-101-00	ESSER II	97.54%
Salvatore Catalano	68,078.92	20-483-200-110-00	ESSER II	76.66%

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

D. Approval of Salaries to be Funded by Federal Grants: FY 2023 American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER III) Formula Grant Funds Authorized by the American Rescue Plan Act

Resolved: That the Board approve the following salaries to be charged to the following federal grants: [G]

Name	Salary	Account Code	Federal Grant	Percentage of Salary
Marjorie Zaccaro	83,122.00	20-487-100-101-00	ARP ESSER III	98.49%
Donna Taylor	26,876.00	20-487-100-106-00	ARP ESSER III	100.00%

Julie Ferwerda	16,590.00	20-487-200-104-00	ARP ESSER III	21.00%
Vicki Curran	31,034.00	20-483-200-110-00	ARP ESSER III Mental Health	49.10%

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

E. Approval of the Acceptance of the FY 2023 Elementary and Secondary Education Act (ESEA) Formula Grant Funds for Title I SIA

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

Program Name	FY 2022 Award Amount
ESEA Title I SIA	\$20,000

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

F. Approval of Expanded Uniform Minimum Chart of Accounts for 2022/2023 School Year

Resolved: That the Board adopt the expanded Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2022/2023 School Year. (Attachment VII-F)

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

G. Approval of FY 2022 Elementary and Secondary Education (ESEA) Formula Grant Carry-Over Application

Resolved: That the Board approve the submission of the FY 2022 Elementary and Secondary (ESEA) Title Carry-Over Application in the following amounts:

Program Name	Carry-Over Amount
Title IA	\$ 0.00
Title I SIA	0.00
Title IIA	3,747.13
Title IV	6,375.00

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

H. Approval of Ala Carte Prices 2022/2023 School Year

Resolved: That the Board approve the attached ala carte prices for the 2022/2023 school year. (Attachment VII-H)

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

I. Approval of 403b Tax Shelter Provider

Resolved: That the Board approve Security Benefit Group as an approved Tax Shelter Provider for the 2022/2023 school year.

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

J. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending August 31, 2022 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-J)

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

K. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending August 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 VII-K)

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

L. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of August 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. Sacci VOTE: 8-0

M. Approval of Budget Transfers (2022/2023)

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

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

N. Approval of August 2022 Payroll

Resolved: That the Board approve the August 2022 gross payroll in the amount of \$118,273.06.

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

O. Approval of Bills Payment

Resolved: That the Board approve payment of the September 20, 2022 regular bills list and as certified and approved. (Attachment VII-O)

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

VIII. Old Business – None

IX. New Business – None

X. Committee Reports

Ms. Caruso Walker stated that the personnel/policy committee met to discuss the policies on tonight's agenda and the new HIB forms.

Ms. Flynn reviewed the PTA report and the Neptune Township School Representative report.

XI. President's Report

Dr. Franks inquired if any board member was interested in attending the Monmouth County Board Meeting scheduled for September 29th.

Dr. Franks congratulated Mr. Heidelberg and welcomed him to the Bradley Beach Community.

Dr. Franks wanted to recognize Ruth Ramirez and her dedication to the school and the town.

Dr. Franks recognized art teacher Mrs. DiZefalo, and her work on her recent Asbury Park mural.

Dr. Franks congratulated Ms. Grady and her work on getting Bradley Beach Elementary selected as the New Jersey school to participate in the Bus Load of Books initiative.

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 8:30 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary