

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

OFFICIAL MINUTES

Regular Meeting
March 19, 2024

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

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 6:04 p.m. by President Franks at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Roll Call

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

Absent: Mr. Carrea

III. Announcement of Notice – 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.

IV. Flag Salute

V. Discussion Items

Dr. Franks called the meeting to order and thanked everyone for attending tonight's meeting. She then introduced Mr. Tim Teehan, a representative of the New Jersey School Board Association. Mr. Teehan conducted a PowerPoint presentation on understanding financial reports and gave the Board an overview of the monthly financial report.

After Mr. Teehan's presentation, Dr. Franks called for an executive session to discuss legal matters.

After the Board returned from the executive session, Dr. Franks welcomed the staff and students in attendance. Dr. Franks then turned the meeting over to Mr. Heidelberg, who welcomed the winter athletes to tonight's meeting. Mr. Heidelberg thanked Ms. Covert and Ms. Soriano, the two cheerleader advisors, and had them recognize all the cheerleaders. Mr. Heidelberg then introduced Coach Walker, the boys' basketball coach, who introduced the boys' basketball team. Lastly, Mr. Heidelberg introduced Mr. Mulligan, the girls' basketball coach, who recognized and introduced the Monmouth County Athletic League National Division Champions girls basketball team.

VI. President's Report

Dr. Franks then reviewed her president's report after the student representative report. She congratulated Ms. Jimenez-Osorio on her participation in the Monmouth County School Board's dialogue night.

VII. Student Representative's Report

The Board received the student representative report from eighth grader, Ayelen Jimenez-Osorio. Ms. Jimenez-Osorio discussed the following items:

1. The talent show
2. Read Across America activities
3. The environmental and garden clubs' activities
4. 8th Grade High School Decision Day
5. 8th Grade Dialogue Night
6. Pi Night
7. The One Reach One Read initiative
8. The 4th and 5th Grade Spelling Bee

VIII. Superintendent's Report

Mr. Heidelberg began his superintendent's report by giving the Board an update on the new breakfast before the bell program. Moreover, he gave the Board an update on the tentative budget adoption and the approval to participate in the NJ SAVEGREEN Project.

IX. Committee Reports

Ms. Flynn stated that the curriculum committee met and discussed the following items:

- Registration for new students
- All items on the agenda
- Pi Night
- The preschool and kindergarten programs
- The QSAC visit
- The Million Coin project

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Ms. Walleston stated that the finance and facilities committee met on March 12th and discussed approving the tentative budget, the preschool budget for 2024/2025, the NJSAVEGREEN Project, and the upcoming HVAC project for the nurse's suite.

Ms. Sacci stated that the policy and personnel committee met and reviewed the policies on tonight's agenda. The committee also reviewed the finalized 2024/2025 school calendar and discussed all of the open positions on tonight's agenda.

X. Public Comments – Agenda Items Only – None

XI. Executive Session

President Franks called for an Executive Session at 6:46 p.m. to discuss legal matters.

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

MOTION: Ms. Flynn SECOND: Ms. Davis 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 6:56 p.m.

XII. Workshop Agenda Items

Mr. Heidelberg reviewed his agenda items with the Board, particularly the personnel and student agenda items.

After Mr. Heidelberg's report, Dr. Franks turned the meeting over to Mr. Tonzola. Mr. Tonzola reviewed his agenda items with the Board. In particular, Mr. Tonzola reviewed the tentative budget being approved at tonight meeting, as well as the tax levy approval. Mr. Tonzola reviewed the school tax rate for the upcoming 2024/2025 school year.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:02 p.m.

XIII. Regular Meeting

The Regular Public Meeting was called to order by President Franks at 8:03 p.m.

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

Absent: Mr. Carrea

XIV. Approval of Minutes

Approval of Meeting Minutes – The superintendent recommends:

Resolved: That the Board approve the Minutes of:

Regular Meeting – February 20, 2024
Confidential Executive Session – February 20, 2024

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 7-0-1
Ms. Walleston abstained

XV. Regular Meeting – Superintendent

A. Personnel – The superintendent recommends:

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, with regret, the resignation of Ms. Dina Pscolka as a temporary leave replacement Paraprofessional, effective March 12, 2024. (Attachment XV-A.1)

2. Resolved: That the Board retroactively approve the appointment of Ms. Tetiana Dmytryshyn as a temporary leave replacement Paraprofessional, at a prorated salary of \$27,831 effective March 13, 2024, and for the 2023/2024 school year, replacing Ms. Dina Pscolka, under the supervision of Mrs. Alison Zylinski, Director of Special Services and Mr. Michael Heidelberg, Principal / Superintendent. (Attachment XV-A.2) [B/G]

Note: Grant funds to be paid out of federal funds account code 20-250-100-106-00 IDEA

3. Resolved: That the Board retroactively approve the appointment of the following substitute lunch aide for the 2023/2024 school year, at a rate of \$17.50 per hour, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent, effective March 18, 2024. [B]

- Tatiana Mincencova

4. Resolved: That the Board approve, with regret, the resignation of Ms. Melanie McCarthy, School Secretary, effective June 30, 2024. (Attachment XV-A.4)

5. Resolved: That the Board approve the appointment of Ms. Jessica Mack as a Part-Time (.4 FTE - 2 days per week) Special Education Teacher (with a Focus on Autism Spectrum Disorders) for the 2023/2024 school year, salary guide step 10, (MA, \$76,325), per the negotiated contract agreement, under the supervision of Mrs. Alison Zylinski, Director of Special Services and Mr. Michael Heidelberg, Principal / Superintendent. (Attachment XV-A.5) [T]

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- 6. Resolved: That the Board approve the appointment of Ms. Marielle Gerbino as a Paraprofessional, at a prorated salary of \$27,831, for the 2023/2024 school year, under the supervision of Mrs. Alison Zylinski, Director of Special Services and Mr. Michael Heidelberg, Principal / Superintendent. (Attachment XV-A.6) [T]
- 7. Resolved: That the Board approve the request for a Medical Leave of absence by Ms. Jeanne Acerra to begin on or about Friday, May 3, 2024 and continuing until the end of the academic year, utilizing accumulated sick days. (Attachment XV-A.7)
- 8. Resolved: That the Board approve the resignation of Ms. Jeanne Acerra as Softball Coach (split stipend) for the 2024 season.
- 9. Resolved: That the Board approve Ms. Brittany Dilger as Softball Coach (split stipend) for the 2024 season at the contractual rate of \$1,851.50. [B]
- 10. 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
Julie Ferwerda	3-06-24	Speech Therapist PLC	Brielle Elementary School	\$0
Ashley Fox	5-03-24	Sustainability Summit	Bell Works	\$45
Marissa Vitale	5-03-24	Sustainability Summit	Bell Works	\$45
Heather Sauer	5-03-24	Sustainability Summit	Bell Works	\$45
Marissa Vitale	3-22-24	Red Bank Regional Creative Writing Workshop	RBR High School	\$30
Kirsty Sucato	3-22-24	Red Bank Regional Creative Writing Workshop	RBR High School	\$30

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

B. Students – The superintendent recommends:

- 1. Resolved: The BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying with one ongoing investigation in the Month of March, as of 3/15/24.
- 2. Resolved: That the Board approve the 2024/2025 Bradley Beach Elementary School Calendar. (Attachment XV-B.2)

3. Resolved: That the Board approve the following 2023/2024 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
April, Specific Date TBD	Environmental Club	Love Light	\$0	Walking Trip
April 10, 2024	3rd & 4th G & T	Allaire Community Farm / MCVSD Culinary / FULFILL NJ	\$805	Bus Provided

4. Resolved: That the Board approve the revised 2023/2024 Bradley Beach Elementary School Calendar. (Attachment XV-B.4)

5. Resolved: That the Board approve TechAbilities Consulting, LLC as educational service provider for the remainder of the 2023/2024 school year, as per the attached fee schedule. (Attachment XV-B.5) [T]

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

C. Policy – The superintendent recommends:

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

Policy/Regulation Number	Policy/Regulation Title
P 1140	Educational Equity Policies/Affirmative Action (M) (Revised)
P 1523	Comprehensive Equity Plan (M) (Revised)
P&R 1530	Equal Employment Opportunities (M) (Revised)
R 2200	Curriculum Content (M) (Revised)
P 2260	Equity in School and Classroom Practices (M) (Revised)
R 2260	Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
P 2411	Guidance Counseling (M) (Revised)
P 3211	Code of Ethics (Revised)
R 5440	Honoring Student Achievement (Revised)
P 5570	Sportsmanship (Revised)
P 5750	Equitable Educational Opportunity (M) (Revised)
P 5755	Equity in Educational Programs and Services (M) (Abolished)
P 5841	Secret Societies (Revised)
P 5842	Equal Access of Student Organizations (Revised)

P & R 7610	Vandalism (Revised)
P 9323	Notification of Juvenile Offender Case Disposition (Revised)
P & R 2423	Bilingual Education (M) (Revised)
P & R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

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

Policy/Regulation Number	Policy/Regulation Title
P 7461	District Sustainability Policy (Revised)
P 7461.01	Safe Routes to School (New)
P & R 7461.04	Green Purchasing Policy (New)

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

XVI. Regular Meeting – Business Administrator/Board Secretary

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 29, 2024 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, 2024 \$224,799.84
 February 29, 2024 \$209,678.41

A. The Superintendent Recommends the Approval of Tentative School Budget – 2024/2025 School Year

Resolved: That the Board approve the Tentative School Budget for the 2024/2025 school year using the 2024/2025 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
2024/2025 Total Expenditures	\$7,708,865	\$1,292,829	\$0	\$9,001,694
Less Anticipated Revenues	868,121	1,292,829	0	2,160,950
Taxes to be Raised	\$6,840,744	0	0	\$6,840,744

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

B. The Superintendent Recommends the Approval of General & Debt Service Funds' Tax Levies – 2024/2025 School Year

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

General Fund	\$6,840,744
Debt Service	0

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

C. The Superintendent Recommends the Approval of Maintenance Reserve Withdrawal

Resolved: That as per N.J.AC. 6A:23A-14.2(d) the general fund appropriations include a \$35,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

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

D. The Superintendent Recommends the Approval to Advertise Tentative Budget

Resolved: That the Business Administrator is authorized to advertise said tentative budget in the Asbury Park Press on May 1, 2024 in accordance with the format required by the State Department of Education and according to law.

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

E. The Superintendent Recommends the Approval of Public Hearing Date

Resolved: That a public hearing be held at the Bradley Beach Elementary School, Bradley Beach New Jersey on May 7, 2024 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2024/2025 school year.

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

F. The Superintendent Recommends the 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 2024/2025 school year for all staff and board members is \$15,000.00. For 2023/2024 the maximum amount approved for travel and related general fund expenditures was \$14,100.00 of which \$8,803.22. has been spent to date.

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

G. The Superintendent Recommends the Approval of the District's General Fund Professional Services Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2024/2025 general fund professional services appropriation budget be set for the amount of:

Professional Services	Amount
Legal	\$ 6,000.00
Auditing	27,560.00
Architectural/Engineering	10,000.00
Occupational Therapist	33,385.00
BCBA	15,000.00
Board Labor Negotiator	3,075.00
Physician	2,000.00

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

H. The Superintendent Recommends the Approval of the District's Special Revenue Fund Professional Services Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2024/2025 special revenue fund professional services appropriation budget be set for the amount of:

Professional Services	Amount
Physical Therapy	\$ 10,000.00

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

I. The Superintendent Recommends the Approval of the District's General Fund Co-Curricular Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2024/2025 general fund co-curricular appropriation budget be established as follows:

Co-Curricular Activities	Salaries
Safety Patrol	\$ 2,997.00
Yearbook	2,997.00
Yearbook Tech. Advisor	2,997.00
Environmental Club	2,997.00
Computer Club	2,997.00
Newspaper Relations	2,997.00
Music Director	3,438.00
DJ	2,997.00
Student Government	2,997.00
Drama Club	2,997.00
8 TH Grade Trip Advisor	2,997.00
Webmaster	2,997.00
Washington Stipend	1,200.00
Total	\$37,605.00

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

J. The Superintendent Recommends the 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	\$3,834.00
Softball	3,834.00
Boys Basketball	3,834.00
Girls Basketball	3,834.00
Boys Soccer	3,834.00
Girls Soccer	3,834.00
Athletic Director	2,997.00
Cheerleaders	3,834.00
Total	\$29,835.00

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

K. The Superintendent Recommends the Approval of the 2024/2025 Preschool Budget Workbook and Preschool Budget Narrative

Resolved: That the Board approve the submission of the 2024/2025 Preschool Budget Workbook and Preschool Budget Narrative. (Attachment XVI-K)

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

L. The Superintendent Recommends the Approval of the Proposal with Limbach Company, LLC Through the New Jersey Natural Gas Direct Install SAVEGREEN Project Program

Resolved: That the Board approve the Bradley Beach Board of Education/New Jersey Natural Gas Direct Install Project through New Jersey Natural Gas' SAVEGREEN Project with Limbach Company, LLC (NJ Start Cooperative # T1372) for replacement of two steam boilers and lighting upgrades to light emitting diode (LED), for the sum of \$577,908.76. This is based off of the New Jersey Natural Gas Direct Install Program through New Jersey Natural Gas' SAVEGREEN Project. Bradley Beach Board of Education will receive an incentive (grant) of \$392,075.49 from NJNG that will be paid directly to Limbach Company, LLC. Bradley Beach Board of Education is responsible for the balance of \$185,833.27; which will be financed with New Jersey Natural Gas and added

to the Board's monthly utility bill over 59 months at 0% interest or \$3,097.23 a month, and one payment of \$3,096.70. (Attachment XVI-L)

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

M. The Superintendent Recommends the 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 29, 2024 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-M)

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

N. The Superintendent Recommends the Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending February 29, 2024 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 XVI-N)

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

O. The Superintendent Recommends the 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 29, 2024, 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)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: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 8-0

P. The Superintendent Recommends the Approval of Budget Transfers (2023/2024)

Resolved: That the Board approve the 2023/2024 budget transfers as listed on Attachment XVI-P.

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

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Q. The Superintendent Recommends the Approval of February 2024 Payroll

Resolved: That the Board approve the February 2024 gross payroll in the amount of \$434,478.25.

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

R. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the March 19, 2024 regular bills list and as certified and approved. (Attachment XVI-R)

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

XVII. Regular Meeting – Old Business – None

XVIII. Regular Meeting – New Business

Ms. Davis reviewed the Bradley Beach Recreation and PTA liaison reports.

Ms. Devane reviewed the green team’s resubmission for Sustainable NJ, which will be occurring this week.

Ms. Weinberg reviewed the liaison report for the Bradley Beach Food Pantry and the Bradley Beach Shade Tree Commission.

Ms. Flynn reviewed the Neptune School District liaison report. Ms. Flynn reported that Neptune is in the middle of creating its new five-year strategic plan.

XIX. Public Comments

Mr. Tom Coan, 612 Third Avenue, Bradley Beach, NJ, thanked the Board for their discussion of the 2024/2025 tentative budget.

XX. Executive Session (if needed) – None

XXI. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary