

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**April 23, 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 7:03 p.m. by Vice President Devane at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Roll Call

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

Absent:        Dr. Franks

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

Ms. Devane called the meeting to order and thanked everyone for attending tonight. Ms. Devane then turned the meeting over to Mr. Heidelberg, who welcomed the high honor roll recipients. Mr. Heidelberg recognized all the recipients and presented them with a certificate.

VI. President's Report

Ms. Devane then reviewed her president's report after the student representative report. Ms. Devane wanted to wish a very happy Passover to all who celebrate and a happy birthday

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to Ms. Sacci. Ms. Devane stated that the PTA gift auction event was a success. Ms. Devane also wanted to thank all the liaisons for their work with the various town organizations. Ms. Devane also wanted to congratulate the Board for attaining their Board Certification, and stated that the Board will be starting their board evaluation and superintendent evaluation in the coming weeks.

VII. Student Representative's Report (Notes Enclosed)

The Board received the student representative report from seventh grader, Brynn Hopf. Ms. Hopf discussed the following items:

1. Safety Patrol Field Trips
2. Spring Break
3. The Solar Eclipse experience
4. Environmental Club Activities
5. The Green Fair
6. The Bike Helmet Safety Presentation
7. Gifted and Talent Activities
8. Career Day
9. The start of softball and baseball seasons

VIII. Superintendent's Report

Mr. Heidelberg began his Superintendent's report by updating the Board on the Green Fair, the Earth Day celebration, and the once-a-month whole school morning meeting. He also updated the Board on the Washington D.C. fundraiser, and expressed his appreciation to all the members who helped run the PTA fundraiser.

IX. Committee Reports

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

- The Night of the Museum
- The Washington D.C. Trip
- The upcoming bike safety presentation
- High School Transition
- The summer jump start program
- The potential for a dual language program

Ms. Walleston stated that the finance and facilities committee met on April 16th. The committee reviewed all of tonight's agenda items. Moreover, the committee discussed the Food Service Management Committee RFP process, and received a presentation from Mr. Salvatore Catalano concerning the district's cyber security initiatives.

Ms. Sacci stated that the policy and personnel committee met and reviewed the policies on tonight's agenda. The committee also discussed the school calendar.

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X. Public Comments – Agenda Items Only – None

XI. Executive Session

Vice President Devane called for an Executive Session at 7:28 p.m. to discuss legal matters.

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

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

Public Workshop Reconvened

On a motion made by Ms. Davis, and seconded by Ms. Sacci, the Board reconvened into the workshop session at 7:45 p.m.

XII. Workshop Agenda Items

Mr. Heidelberg reviewed his agenda items with the Board, particularly the preschool items.

After Mr. Heidelberg's report, Ms. Devane turned the meeting over to Mr. Tonzola. Mr. Tonzola reviewed his agenda items with the Board, particularly, the safety grant.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:03 p.m.

XIII. Regular Meeting

The Regular Public Meeting was called to order by Vice President Devane at 8:04 p.m.

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

Absent: Dr. Franks

XIV. Approval of Minutes

Approval of Meeting Minutes – The superintendent recommends:

Resolved: That the Board approve the Minutes of:

Regular Meeting – March 19, 2024  
Confidential Executive Session – March 19, 2024

MOTION: Ms. Davis SECOND: Ms. Sacci VOTE: 7-0-1  
Mr. Carrea 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 Ms. Courtney Hammell to complete a District Leadership Internship facilitated through Montclair State University, for a total of 150 hours, under the mentorship of Mr. Michael Heidelberg, Superintendent / Principal. (Attachment XV-A.1)
2. Resolved: That the Board approve the following Washington D.C. Trip Chaperone for the 2023/2024 school year, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

Position	Staff Member(s)	Replacing
Chaperone	Ms. Marissa Vitale	Ms. Jeanne Acerra

Note: Chaperone shall be paid one hundred fifty dollars (\$150) for each of the two nights, for a total of three hundred dollars (\$300).

3. Resolved: That the Board approve the following requests for leaves of Absence:

Name	Reason	Position	Date Effective	End Date	Notes
Carmen Torres	Family Leave	School Secretary	4/8/2024	5/20/24	Utilizing Sick / Personal Days and FMLA
Megan Jardine	Intermittent Family Leave	Middle School Special Education Teacher	4/8/2024	6/30/24	Utilizing FMLA

4. Resolved: That the Board approve the appointment of Mr. Justin Saporito, as a leave replacement Science Teacher for the 2023/2024 school year, salary guide step 1, (MA, \$57,825), prorated, per the negotiated contract agreement, replacing Ms. H. Sauer, effective on or about May 6, 2024, under the supervision of Mr. Michael Heidelberg, Superintendent / Principal. (Attachment XV-A.4) [T]
5. Resolved: That the Board approve the appointment of Ms. Nicole Cohen-Perez, as a leave replacement Social Studies Teacher for the 2023/2024 school year, salary guide step 1, (BA, \$55,125), prorated, per the negotiated contract agreement, replacing Ms. J. Acerra, effective on or about April 29, 2024, under the supervision of Mr. Michael Heidelberg, Superintendent / Principal. (Attachment XV-A.5) [T]

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6. Resolved: That the board approve the continuation of the appointment of Ms. J. Papaiani, from a part time Paraprofessional to a full time temporary leave replacement Paraprofessional, until June 30th, 2024, under the supervision of Mrs. Alison Zylinski, Director of Special Services and Mr. Michael Heidelberg, Principal / Superintendent. [T]
7. Resolved: That the Board approve the appointment of Ms. Michele Thompson, School Secretary, for the 2023/2024 school year, at a salary of \$52,000 prorated, replacing Ms. M. McCarthy, effective on or about May 6, 2024, under the supervision of Mr. Michael Heidelberg, Superintendent / Principal. [B] (Attachment XV-A.7)
8. Resolved: That the Board approve the salary adjustment for Ms. Jessica Mack as a Part-Time Special Education Teacher (with a Focus on Autism Spectrum Disorders) for the 2023/2024 school year, effective May 1, 2024, from salary guide step 10 (MA) to salary guide step 10, (MA+15, \$77,675), per the negotiated contract agreement, under the supervision of Mrs. Alison Zylinski, Director of Special Services and Mr. Michael Heidelberg, Principal / Superintendent.
9. Resolved: That the Board approve the appointment of the following substitute Teacher for the 2023/2024 school year, at a rate of \$100.00 per day: [B]
- Justin Saporito
  - Nicole Cohen-Perez
10. Resolved: That the Board approve the appointment of the following substitute School Secretary for the 2023/2024 school year, at a rate of \$100.00 per day: [B]
- Jesica Santamaria Delgado
  - Cecilia Guerrero Herrera
11. 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
Heather Sauer	4-23-24	Red Bank Regional Articulation	RBR High School	0
Amanda Schutzbank	5-07-24 5-08-24 5-09-24	TEACH Conference	Virtual, 12:15 - 3:30 PM	\$30
Ashley Fox	4-24-24	Red Bank Regional Articulation	RBR High School	0
Julie Ferwerda	5-09-24 5-10-24	NJSHA Convention, Annual SLP Convention	Atlantic City, NJ	\$355

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

B. Curriculum – The superintendent recommends:

1. Resolved: That the Board approve the 2024 Bradley Beach Elementary School Extended School Year Program. The program will run from Monday, July 8, 2024, until Thursday, August 8, 2024 (Monday through Thursday). The hours for students will be 8:30 AM to 12:00 PM, while the hours for certified teaching staff will be 3.75 hours per day.
2. Resolved: That the Board approve the 2024 Bradley Beach Elementary School Summer Jumpstart Program. The program will run from Monday, July 8, 2024, until Thursday, August 8, 2024 (Monday through Thursday). The hours for students will be 8:30 AM to 12:00 PM, while the hours for certified teaching staff will be 3.75 hours per day. (Attachment XV-B.2)

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

C. Students – The superintendent recommends:

1. Resolved: That the Board approve the following revisions to the 2023-2024 School Calendar; Designate May 24th as a regular school day, and designate May 28th as a school closure day, as the school district has utilized one emergency closing day during the 2023/2024 academic year, as per the guidance included in the approved school calendar. (Attachment XV-C.1)
2. Resolved: The BBES Bullying Specialist reports one incident of Harassment, Intimidation, and Bullying (HIB) with one investigation in the Month of April, as of 4/19/24.
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
6/4/24	4th and 5th Grade	<i>Liberty Science Center</i>	\$670.50	\$700.00

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

D. Policy – The superintendent recommends:

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

Policy/Regulation Number	Policy/Regulation Title
P 1140	Educational Equity Policies/Affirmative Action (M) (Revised)
P 1523	Comprehensive Equity Plan (M) (Revised)

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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)

MOTION: Ms. Caruso Walker SECOND: Ms. Weinberg 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 March 31, 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 March amounts:

March 15, 2024 \$216,152.23  
 March 28, 2024 \$209,327.78

A. The Superintendent Recommends the Approval of Acceptance and Submission of 2024 Safety Grant

Resolved: That the Bradley Beach Board of Education hereby approves the submission of the grant application for the 2024 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF sub-fund for the purposes described in the application, which includes the purchase to offset the cost of five (5) new two-way radios. The amount of the Safety Grant is \$2,000.00 for the period July 1, 2024 through June 30, 2025.

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

B. The Superintendent Recommends the Approval of the Use of Facilities by the Bradley Beach Borough Recreation Department

Resolved: That the Board approve the use of facilities request by the Bradley Beach Borough Recreation Department on Tuesday, May 7, 2024, (3:30 p.m. to 4:30 p.m.) to hold a Learn to Ride and Safe Bike Skills class. This event will be held inside the school and on the school grounds. Facilities fees and custodial fees will be waived for this event.

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

C. 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 March 31, 2024 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-C)

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

D. 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 March 31, 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-D)

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

E. 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 March 31, 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



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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. Flynn VOTE: 8-0

F. 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-F.

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

G. The Superintendent Recommends the Approval of March 2024 Payroll

Resolved: That the Board approve the March 2024 gross payroll in the amount of \$425,480.01.

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

H. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the April 23, 2024 regular bills list and as certified and approved. (Attachment XVI-H)

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

XVII. Regular Meeting – Old Business –None

XVIII. Regular Meeting – New Business

Ms. Flynn reviewed the Neptune School District liaison report and the PTA liaison report.

XIX. Public Comments – None

XX. Executive Session (if needed) – None

XXI. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:19 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary