

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**October 15, 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 6:07 p.m. by President Franks at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Roll Call

Present:	Ms. Caruso Walker	Ms. Saldutti
	Ms. Davis arrived at 6:36 p.m.	Ms. Walleston
	Ms. Devane	Ms. Weinberg
	Ms. Flynn arrived at 6:10 p.m.	Dr. Franks
	Ms. Sacci	
	Dr. Heidelberg, Superintendent/Principal	
	Mr. Tonzola, Business Administrator/Board Secretary	

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 welcomed the Board to tonight's meeting. Dr. Franks then turned the meeting over to Dr. Heidelberg to review the workshop agenda. The items discussed were artificial intelligence, plagiarism, and the District's cell phone policy. The Board participated in a carousel brainstorming activity regarding each topic. Each set of board members went to three different boards to answer and share their ideas regarding the workshop agenda topics. The groups then shared their brainstorming comments. After the brainstorming activity, Dr. Heidelberg reviewed the Strauss Esmay draft policy on the acceptable use of generative artificial intelligence.

After discussing the workshop agenda items, Dr. Heidelberg presented the certificate of recognition for NJ Safe Routes to School Programs Bronze Level to the municipal crossing guards and local police department. Dr. Heidelberg also recognized the Bradley Beach Recreation Department for their help in organizing various activities for the students.

Dr. Heidelberg then turned the meeting over to a few of the Bradley Beach teaching staff members, Mr. Cosgrove, Ms. Sucato, and Ms. Ellner, who reviewed the Summer ESY and Summer Jumpstart program with the Board.

After the Summer ESY and Jumpstart program presentation, Dr. Heidelberg reviewed the results of the 2023/2024 NJSLA and Access scores. Dr. Heidelberg reviewed the language arts, mathematics, and science scores with the Board.

#### VI. President's Report

Following Dr. Heidelberg's presentation, Dr. Franks went over her President's Report. She reminded the Board about the upcoming Election Day, the BOE candidate forum on October 29th, and next week's NJSBA convention, as well as congratulating Dr. Crader, the Superintendent from Neptune, on being selected as the Region II Central Jersey Superintendent of the Year.

#### VII. Student Representative's Report

After Dr. Frank's President's report, Mr. Jaxson Barraud, a 7th-grade student, gave the student representative report. Mr. Barraud informed the Board of the current events that have happened and will happen in the upcoming weeks. Mr. Barraud discussed the following with the Board.

1. The school book fair
2. Back to School Night
3. Hispanic Heritage Month
4. Picture Day
5. High School Information Night
6. Respect Week
7. The Rock and Roll event
8. Fire Safety Week

#### VIII. Superintendent's Report

After the Student Representative Report, Dr. Heidelberg gave the Board his Superintendent's Report. Dr. Heidelberg reported on the school safety team and the October professional development day.

#### IX. Committee Reports

Ms. Flynn stated that the curriculum committee discussed all the items on this evening's agenda:

- The Chromebook initiative
- The school district device form
- The homework policy

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- The HIB self-assessment
- The Sustainable Jersey grant

Ms. Walleston stated that the finance and facilities committee met on October 8th and discussed all the items on tonight's agenda. The committee also discussed the boiler project, the air quality test, and the scheduled lead water test.

Ms. Sacci stated the policy and personnel committee met and discussed the items on tonight's agenda.

X. Public Comments – Agenda Items Only

Mr. Thomas Coan, 612 Third Avenue, Bradley Beach, NJ, inquired about the tuition contracts on tonight's agenda and asked for clarification on the NJSLA presentation.

Mr. Thomas Coan, 612 Third Avenue, Bradley Beach, NJ, inquired about some of the policies on tonight's agenda.

XI. Executive Session (if needed) – None

XII. Workshop Agenda Items

Dr. Heidelberg reviewed his agenda items with the Board, particularly the personnel items and the anti-bully bill of rights self-assessment.

After Dr. Heidelberg's report, Dr. Franks turned the meeting over to Mr. Tonzola. Before reviewing his agenda items with the Board, Mr. Tonzola reminded those board members who must complete mandatory training sessions for the upcoming calendar year. Mr. Tonzola reviewed his agenda items with the Board, notably the Three-Year Comprehensive Plan and Form M1.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:12 p.m.

XIII. Regular Meeting

The Regular Public Meeting was called to order by President Franks at 8:13 p.m.

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

XIV. Approval of Minutes

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Confidential Executive Session (Second) – June 24, 2024

MOTION: Ms. Flynn SECOND: Ms. Caruso Walker VOTE: 5-0-4  
 Ms. Caruso Walker recused  
 Ms. Davis abstained  
 Ms. Saldutti abstained  
 Dr. Franks recused

Resolved: That the Board approve the Minutes of:

Regular Meeting – September 17, 2024  
 Confidential Executive Session – September 17, 2024

MOTION: Ms. Caruso Walker SECOND: Ms. Davis VOTE: 7-0-2  
 Ms. Devane abstained  
 Ms. Weinberg 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 the following personnel for stipend positions for the 2024/2025 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
Girls Basketball	Mr. P. Mulligan	\$3,834
Drama Club (split stipend)	Ms. N. Covert	\$1,498.50
	Ms. M. Vitale	\$1,498.50

2. 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
Ms. A. Fox Ms. C. Hammell	11-22-24	Association of Mathematics Teachers of New Jersey Fall Conference (Grades 6-12)	Brookdale Community College	\$219
Ms. N Cohen-Perez	10-25-24	Association of Mathematics Teachers of New Jersey Fall Conference (Grades Prek-5)	Brookdale Community College	\$295

Ms. A Roth	11-1-24	Practical Early Intervention Strategies that Work	Virtual	\$295
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3. Resolved: That the Board approve the appointment of the following substitute teacher for the 2024/2025 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Mr. Alex Glushe
- Ms. Abeer Saleh
- Ms. Angeles Rios

4. Resolved: That the Board approve the appointment of the following substitute secretary for the 2024/2025 school year, at a rate of \$100.00 per day, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

- Ms. Angeles Rios

5. Resolved: That the Board approve the Washington DC Trip Chaperones 2024/2025 school year, at a rate of \$150 for each of the two nights for a total of \$300, under the supervision of Mr. Michael Heidelberg, Principal / Superintendent: [B]

Position	Staff Member(s)
Chaperone	Ms. Jeanne Acerra
Chaperone	Mr. Kevin Cosgrove
Chaperone - Aide	Ms. Nicole Covert
Chaperone - Nurse	Ms. Mary Carlsson

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

B. Curriculum – The superintendent recommends:

1. Resolved: The Board approve the Anti-Bullying Bill of Rights School Self-Assessment for the 2023/24 School Year. (Attachment VI-B.1)

2. Resolved: That the Board approve the curriculum documents for the following courses:

Course	Grade Level
Science	K-8
Social Studies	5-8

3. Resolved: That the Board approve the submission of the application for the Sustainable Jersey Grant.

MOTION: Ms. Davis SECOND: Ms. Flynn VOTE: 9-0

C. Policy – The superintendent recommends:

1. Resolved: That the Board approve the following Policies and Regulations for a second read, adoption and/or abolishment. (Attachment XV-C.1)

Policy/Regulation Number	Policy/Regulation Title
P 0141.1	Board Member Number and Term – Sending District (Revised)
P 0164.6	Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
P 2200	Curriculum Content (M) (Revised)
P & R 3160	Physical Examination (M) (Revised)
P & R 4160	Physical Examination (M) (Revised)
R 5200	Attendance (M) (Revised)
P 5337	Service Animals (Revised)
P 5350	Student Suicide Prevention (M) (Revised)
P 7231	Gifts From Vendors (M) (Abolished)
P 8420	Emergency and Crisis Situations (M) (Revised)
P & R 8467	Firearms and Weapons (M) (Revised)
P 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

D. Students – The superintendent recommends:

1. Resolved: That the Board approve the following 2024/2025 revised student field trip that provides community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
10/16/2024	Preschool	Allaire Community Farm	Admission \$432 Bus \$175	Not to exceed \$607

2. Resolved: That the Board affirms the Bradley Beach Elementary School Bullying Specialist’s Harassment, Intimidation, and Bullying report for the month of September with 0 investigations and no findings of HIB.

3. Resolved: That the Board approve the following tuition contracts for the 2024/2025 school year: [B]

ID No.	School	Location	Start Date	Annual Tuition Rate
62 full time students	Neptune H.S.	Neptune NJ	9-1-24	\$16,700.40 per student
2 share time students	Neptune H.S.	Neptune NJ	9-1-24	\$ 8,350.20 per student
24 full time students	Red Bank Regional H.S.	Red Bank, NJ	9-1-24	\$17,340.00 per student
1 Full time student (resource room)	Red Bank Regional H.S.	Red Bank, NJ	9-1-24	\$21,475.00 per student
1 full time students	ALPS	Long Branch, NJ	9-1-24	\$ 7,374.00 per student
3 full time students	BTHS	Freehold, NJ	9-1-24	\$ 7,374.00 per student
2 full time students	CHS	Wall, NJ	9-1-24	\$ 7,374.00 per student
2 full time students	HTHS	Lincroft, NJ	9-1-24	\$ 7,374.00 per student
4 share time students	Career Center	Freehold, NJ	9-1-23	\$ 6,554.00 per student

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

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 September 30, 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 September amounts:

September 13, 2024 \$212,183.45  
September 30, 2024 \$206,226.03

A. The Superintendent Recommends the Approval of Attendance at NJSBA 2024 Workshop and Exhibition October 21<sup>st</sup> – 24<sup>th</sup>, 2024

Resolved: That the Board approve the attendance of the following board members and administrators to the annual New Jersey School Boards Association Conference, which

will be held October 21<sup>st</sup> – 24<sup>th</sup>, 2024 at the Atlantic City Convention Center, Atlantic City, NJ, at a total travel cost not to exceed \$6,756. [B]

Name	Registration Amount	Travel: Hotel (Not to Exceed)	Travel: Meals & Incidentals per GSA Rates (Not to Exceed)	Travel: Mileage per State OMB .47 rate (Not to Exceed)	Travel: Tolls/Parking Receipts Needed (Not to Exceed)
Roseann Caruso Walker	\$ 157.14	\$0.00	\$0.00	\$ 220.00	\$ 60.00
April Davis	157.14	0.00	0.00	220.00	60.00
Bridget Devane	157.14	0.00	0.00	220.00	60.00
Liza Flynn	157.14	0.00	0.00	220.00	60.00
Elizabeth Franks	157.14	0.00	0.00	220.00	60.00
Felicia Sacci	157.14	0.00	0.00	220.00	60.00
Cortney Walleston	157.14	0.00	0.00	220.00	60.00
Katelyn Saldutti	157.14	110.00	102.00	220.00	60.00
Noelle Weinberg	157.14	0.00	0.00	220.00	60.00
Ashley Fox	157.14	0.00	0.00	220.00	60.00
Heather Sauer	157.14	0.00	0.00	220.00	60.00
Marissa Vitale	157.14	0.00	0.00	220.00	60.00
Michael Heidelberg	157.14	110.00	102.00	220.00	60.00
David Tonzola	157.18	110.00	102.00	220.00	60.00
<b>Total</b>	\$2,200.00	\$330.00	\$306.00	\$3,080.00	\$840.00

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

B. The Superintendent Recommends the Approval of Revised Three-Year Comprehensive Maintenance Plan

Resolved: That the Board approve the following resolution:

WHEREAS, the Department of Education requires New Jersey School Districts to have three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the school facilities of the Bradley Beach Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities safe for use or in their original condition and keep their system warranties valid, and

NOW, THEREFORE, BE IT RESOLVED that the Bradley Beach Board of Education hereby authorizes the Business Administrator/Board Secretary to submit the attached Three-Year Comprehensive Maintenance Plan for the Bradley Beach Board of Education in compliance with Department of Education requirements. Said plan is on file for public inspection in the Office of the Business Administrator/Board Secretary. (Attachment XVI-B)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0



C. The Superintendent Recommends the Approval of Annual Required Maintenance Budget Amount – Form M-1

Resolved: That the Board approve Form M-1, Annual Maintenance Budget Amount Worksheet, required per N.J.A.C. 6:24. (Attachment XVI-C)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

D. The Superintendent Recommends the Approval of the Submission of the NJDOE Health and Safety Evaluation of School Buildings’ Checklist

Resolved: That the Board approve the submission of the NJDOE Health and Safety Evaluation of School Buildings’ Checklist for the 2024/2025 school year.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

E. The Superintendent Recommends the Approval of the Acceptance FY 2024 Elementary and Secondary Education (ESEA) Formula Grant Carry-Over Funds

Resolved: That the Board approve the acceptance of the FY 2024 ESEA Carry-Over funds in the following amounts:

<b>Program Name</b>	<b>Carry-Over Amount</b>
Title I	\$0.00
Title IIA	\$0.00
Title III (Bradley Beach)	\$400.00
Title III (Brielle Consortium)	\$1,288.00
Title IV	\$0.00

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

F. The Superintendent Recommends the Approval of the Acceptance FY 2024 Individuals with Disabilities Education Act (IDEA) Formula Grant Carry-Over Funds

Resolved: That the Board approve the acceptance of the FY 2024 IDEA Basic Carry-Over funds in the following amount:

<b>Program Name</b>	<b>Carry-Over Amount</b>
IDEA Basic	\$6,223.73

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

G. The Superintendent Recommends the Approval of the Sick Day Payout to Retired Employee Marjorie Zaccaro

Resolved: That the Board approve the sick day payout to retired employee Marjorie Zaccaro in the amount of \$11,600. [T]

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

H. The Superintendent Recommends the Approval of the Use of the Facilities by the Bradley Beach Education Foundation

Resolved: That the Board approve the use of the facilities by the Bradley Beach Education Foundation to conduct a candidate forum on Tuesday, October 29, 2024. Facilities fees and custodial fee will be waived.

MOTION: Ms. Davis SECOND: Ms. Walleston VOTE: 5-0-4  
Ms. Devane abstained  
Ms. Sacci abstained  
Ms. Saldutti abstained  
Dr. Franks abstained

I. 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 September 30, 2024 is hereby approved, and the Business Administrator/Board Secretary is instructed to file same. (Attachment XVI-I)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

J. 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 September 30, 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-J)

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

K. 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 September 30, 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: 9-0

L. The Superintendent Recommends the Approval of Budget Transfers (2024/2025)

Resolved: That the Board approve the 2024/2025 budget transfers as listed on Attachment XVI-L.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

M. The Superintendent Recommends the Approval of September 2024 Payroll

Resolved: That the Board approve the September 2024 gross payroll in the amount of \$418,409.48.

MOTION: Ms. Davis SECOND: Ms. Caruso Walker VOTE: 9-0

N. The Superintendent Recommends the Approval of Bills Payment

Resolved: That the Board approve payment of the October 15, 2024 regular bills list and as certified and approved. (Attachment XVI-N)

MOTION: Ms. Flynn SECOND: Ms. Davis VOTE: 9-0

XVII. Regular Meeting – Old Business – None

XVIII. Regular Meeting – New Business

Ms. Sacci stated that Ms. Flynn and she attended the Monmouth County School Boards meeting. Ms. Flynn gave the Board the Neptune High School report. She announced some of the activities that have been recently held and those that will be occurring.

Ms. Saldutti reported on the BBCA's upcoming events, which included an art exhibition, the Fall Market, and the kickoff to the Holiday Drive.

XIX. Public Comments – None

XX. Executive Session (if needed) – None

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XXI. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:29 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary