

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

OFFICIAL MINUTES

Regular Meeting
February 15, 2022

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 President Franks at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. 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.

III. Flag Salute/Roll Call

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

IV. Discussion Items

Comprehensive Annual Financial Report (CAFR) – Holman, Frenia & Allison, P.C.

Dr. Wisniewski began the meeting by turning the discussion over to Mr. Tonzola. Mr. Tonzola introduced Ms. Kimberly Kelly from the auditing firm Holman, Frenia, Allison, P.C.

Ms. Kelley presented the fiscal year 2021 audit. Ms. Kelly spoke about the independent auditor's report, the internal control report, and the major grant report. Ms. Kelly stated that the district received an unqualified opinion and no recommendations/findings warranted a corrective action plan.

Ms. Kelly complimented the Board on their ability to fund their maintenance and capital reserves and said they should continue to do so in the future if possible.

Executive Session

President Franks called for an Executive Session at 7:29 p.m. to discuss student matters.

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

MOTION: Ms. Devane SECOND: Mrs. Merenda VOTE: 9-0

Public Workshop Reconvened

On a motion made by Mrs. Carlucci, and seconded by Ms. Flynn, the Board reconvened into the workshop session at 7:46 p.m.

Superintendent's Report

Before Dr. Wisniewski went over the agenda items, he wanted to thank the custodial staff during the snow cleanup on January 30th and 31st, give the Board an update on the new quarantine timeframes, and discuss the end of the Governor's mask mandate statement. Dr. Wisniewski then reviewed his agenda items, mainly the personnel items.

Dr. Franks then turned the meeting over to Mr. Tonzola. Before going over his agenda resolutions, Mr. Tonzola reminded the Board to complete their mandated training before December 31, 2022. Mr. Tonzola also updated the Board on the financial disclosure application that needs to be completed. Mr. Tonzola then reviewed his agenda items with the Board, specifically, the budget calendar and the potential change to the calendar due to Governor Murray moving his budget address to March 8th instead of February 22nd.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:35 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 8:36 p.m.

Roll Call

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

V. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Regular Meeting – January 18, 2022

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

VI. Superintendent’s Report

A. Personnel

1. Resolved: That the Board approve the resignation, with regret, of Mr. David Tonzola, School Business Administrator/Board Secretary effective April 1, 2022. (Attachment VI-A.1)
2. Resolved: That the Board approve the appointment of the following substitute nurses for the 2021/2022 school year, at a rate of \$105 per day: [B]
 - Jennifer Bedford
 - Pilomena Contella
3. Resolved: That the Board approve Christina Loucel to the position of Leave Replacement Elementary School Teacher, to begin on February 22, 2022 and ending on or about April 1, 2022, at a prorated rate of \$53,835 (BA Step 1-3). (Attachment VI-A.3) [T]
4. 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
Kevin Cosgrove	3/29/22	Catching Up Students Who’ve Fallen Behind in Reading or Writing (Grades 3-5)	Long Branch, NJ	\$279.00
Jeanne Acerra	3/15/22	Outstanding, Innovative Strategies to Maximize Social Studies Instruction	Virtual	\$279.00

5. Resolved: That the Board approve the following Montclair University student observer as follows for the Spring Semester:
 - 35 Hours of field observation with Mrs. Alison Zylinski:
 - Kanymah Tucker
6. Resolved: That the Board approve the following Monmouth University student observers as follows for the Spring Semester:

- 40 Hours of field observation with Mrs. Kathryn Skribner:
 - Grace Cotogno
- 25 Hours of field observation with Mrs. Erin Healy-Kuper:
 - Aimee Hirst

7. Resolved: That the Board approve the appointment of Elena Podgorny to the position of Special Education Instructional Aide, effective February 16, 2022 through June 30, 2022, at a prorated salary of \$26,030. (Attachment VI-A.7) [G]

Note: Grant funds to be used: ARP ESSER 20-487-100-106-00 at 100%.

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

B. Students

1. Resolved: That the Board approve the following 2021/2022 student field trips that provide community onsite learning aligning with the New Jersey Student Learning Standards: [B]

Date	Grade	Location	Cost	Bus
3/24/22	2	Novins Planetarium, Toms River	\$175.00	\$280.00 First Student

2. Resolved: That the Board approve the Bradley Beach Elementary School’s Anti-Bullying Specialist report of no incidents of harassment, intimidation and bullying in the month of January.

MOTION: Ms. Davis SECOND: Mrs. Carlucci VOTE: 9-0

C. Curriculum

1. Resolved: That the Board approve the New Jersey Department of Education English Language Learner Three-Year Program Plan. (Attachment VI-C.1)

MOTION: Ms. Flynn SECOND: Mrs. Carlucci VOTE: 9-0

VII. Business Administrator/Board Secretary’s Report

A. Approval of Acceptance of the 2020/2021 Audit

Resolved: That the Board accept the Comprehensive Annual Financial Report (CAFR) and single audit as prepared by Holman, Frenia & Allison, P.C. for the fiscal year July 1, 2020 through June 30, 2021. (Attachment VII-A)

Note: There are no recommendations per the Comprehensive Annual Financial Report (CAFR) and Auditor’s Management Report (AMR).

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

B. Approval of Special Public Meeting and Public Hearing Dates

Resolved: That the Board schedule the following meetings:

1. Workshop/Regular Public Meeting and Adoption of the 2022/2023 Tentative Budget on Tuesday, March 15, 2022 at 7:00 p.m. virtually.
2. Special Formal Public Meeting/Final Adoption of the 2022/2023 School Budget on Tuesday, May 3, 2022 at 7:00 p.m. virtually, for the purpose of conducting a formal public hearing on the proposed budget for the 2022/2023 school year.

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

C. Approval of the Budget Calendar

Resolved: That the Board approve the Budget Calendar as per Attachment VII-C.

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

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

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

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

E. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending January 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-E)

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

F. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of January 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:23-2.11(b); that no line item appropriation is in violation of N.J.A.C. 6A:23-2.11 (1) 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: 9-0

G. Approval of Budget Transfers (2021/2022)

Resolved: That the Board approve the 2021/2022 budget transfers as listed on Attachment VII-G.

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

H. Approval of January 2022 Payroll

Resolved: That the Board approve the January 2022 gross payroll in the amount of \$417,031.96.

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

I. Approval of Bills Payment

Resolved: That the Board approve payment of the February 15, 2022 regular bills list and as certified and approved. (Attachment VII-I)

MOTION: Mrs. Merenda SECOND: Ms. Flynn VOTE: 9-0

VIII. Old Business – None

IX. New Business

Ms. Flynn discussed the Neptune Board of Education meeting that she attended on January 26th. Ms. Flynn also gave the Board an update on the PTA events and stated that there will be elections for officers held in May.

X. Committee Reports

Ms. Sacci stated that the curriculum and community relations committee reviewed the ESL program, the testing schedule for the students in the spring, the updates needed for the civics curriculum, and an update on the mentor program.

Ms. Shu Hofsess stated the finance and facilities committee met on February 1st and went over the items on the agenda.

Ms. Caruso Walker stated that the personnel/policy committee discussed the items on tonight's agenda via email.

XI. President's Report

Dr. Franks expressed her thanks to the custodial staff for their effort in cleaning the snow. Dr. Franks also gave a brief update on the Hall of Fame.

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XII. Public Comments (Agenda Items Only) – None

XIII. Public Comments (Other Items Only) – None

XIV. Executive Session

President Franks called for an Executive Session at 8:40 p.m. to discuss legal and contract matters.

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

MOTION: Ms. Sacci SECOND: Mrs. Merenda VOTE: 9-0

XV. Adjournment

By a unanimous voice vote the meeting was adjourned at 9:17 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary