

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

**OFFICIAL MINUTES**

**Regular Meeting**  
**January 18, 2022**

I. Call To Order

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 7:02 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. Superintendent's Report

Dr. Wisniewski began the workshop session by recognizing both the Teacher of the Year, Mrs. Cara Vilardi, and the Educational Specialist of the Year, Mrs. Alisa Guzzi. Dr. Wisniewski went over the process of selecting both recipients. In addition, Dr. Wisniewski read the nominating comments made by selective colleagues who spoke about Mrs. Vilardi's and Mrs. Guzzi's contributions to the Bradley Beach Elementary School. Dr. Wisniewski then went over his agenda items with the Board, particularly the personnel items.

Before reviewing his agenda items, Mr. Tonzola went over the current mandatory training scheduled for each board member. Mr. Tonzola also informed the Board to check their email for their financial disclosure information packet. The packet must be completed by April 30th for all current Board members and administrators. Mr. Tonzola then reviewed his agenda items with the Board. In particular, the tabling of the 2020/2021 audit report submission. Mr. Tonzola explained that the State still has not released the information needed to comply with GASB 75. Therefore, if the district decided to issue and approve the audit report now, the auditors would have to give a qualified opinion instead of an unqualified opinion. Mr. Tonzola explained that a qualified opinion would harm a district's future bond issuance rating, and that the single audit for federal funds would now be deemed high risk.

On a unanimous voice vote the workshop portion of the meeting adjourned at 7:42 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 7:43 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 – December 21, 2021  
Confidential Executive Session – December 21, 2021

Reorganization Meeting – January 5, 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 Mrs. Yessica Lopez, School Secretary, effective February 5, 2022. Mrs. Lopez's last day in district will be February 4, 2022. (Attachment VI-A.1)
2. Resolved: That the Board approve the request for Maternity Leave by Mrs. Heather Sauer, to begin on or about March 14, 2022 and ending on, or about, October 13, 2022. Mrs. Sauer's return date will be on, or about, October 14, 2022. (Attachment VI-A.2)
3. Resolved: That the Board approve the request for Maternity Leave by Mrs. Amanda Silverstein, to begin on or about March 28, 2022 and ending on, or about, October 7, 2022. Mrs. Silverstein's return date will be on, or about, October 10, 2022. (Attachment VI-A.3)
4. Resolved: That the Board approve the request for Medical Leave by Mrs. Marissa Finch, to begin on February 21, 2022 and ending on April 1, 2022. Mrs. Finch's return date will be on April 4, 2022. (Attachment VI-A.4)

5. 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 Keith	2/10/22	Dyslexia: Help Children Who Struggle to Successfully Read, Write, and Spell	Freehold, NJ	\$279.00
Sal Catalano	1/26/22 1/27/22 1/28/22	TECHSPO '22	Atlantic City, NJ	\$490.00

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

B. Students

1. Resolved: The BBES Bullying Specialist reports no incidents of Harassment, Intimidation, and Bullying in the month of December.

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

C. Policy

1. Resolved: That the Board approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act. (Attachment VI-C.1)
2. Resolved: That the Board approve the Bradley Beach District School Calendar for the 2022/2023 School Year. (Attachment VI-C.2)

MOTION: Ms. Devane SECOND: Ms. Flynn 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.

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

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_  
Motion Tabled

B. Approval of the Use of Facilities – Bradley Beach Staff Members

Resolved: That the Board approve the use of the Bradley Beach Elementary School by staff members Chloe Grady and Kathryn Skribner to conduct weekly meetings of their Girls on the Run program in the Spring 2022. (Attachment VII-B)

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

C. Approval of the Generous Donation from Bradley Beach Resident, Bob Zielinski, for Various School Supplies

Resolved: That the Board accept the generous donation from Bradley Beach resident, Bob Zielinski, for the following supplies: rubber bands, rulers, folders, push pins, pencils and notepads.

MOTION: Ms. Sacci SECOND: Mrs. Carlucci 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 December 31, 2021 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-D)

MOTION: Ms. Sacci SECOND: Mrs. Carlucci 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 December 31, 2021 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. Sacci SECOND: Mrs. Carlucci 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 December 31, 2021, 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. Sacci SECOND: Mrs. Carlucci 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. Sacci SECOND: Mrs. Carlucci VOTE: 9-0

H. Approval of December 2021 Payroll

Resolved: That the Board approve the December 2021 gross payroll in the amount of \$448,006.39.

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

I. Approval of Bills Payment

Resolved: That the Board approve payment of the January 18, 2022 regular bills list and as certified and approved. (Attachment VII-I)

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

VIII. Old Business

Dr. Franks stated that the Board would continue monitoring and discussing the process to return to in-person meetings.

Ms. Devane stated that the Green Team had submitted their application for round 1 certification this week.

IX. New Business

Ms. Caruso Walker inquired about moving the quarantined time from 7/10 days to 5 days per the new CDC guidelines.

X. Committee Reports

Ms. Sacci stated that the curriculum and community relations committee did not meet this month.

Ms. Shu Hofsess stated the finance and facilities committee did not meet; however, they did review the agenda items electronically.

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

XI. President's Report

Dr. Franks wanted to thank the entire staff for their dedication during the recent uptick in COVID cases.

XII. Public Comments (Agenda Items Only) – None.

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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 7:49 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary