

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

**OFFICIAL MINUTES**

**Regular/Public Hearing Meeting**  
**June 28, 2022**

I. Call To Order

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 7:08 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

IV. Roll Call

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

Absent:         Ms. Davis

Dr. Franks began the workshop session of the meeting by congratulating the graduating eighth-grade class. Dr. Franks then conducted the public hearing on appointing David Tonzola as School Business Administrator/Board Secretary

A. Public Hearing on the Business Administrator's Contract

**Resolution for the Public Hearing Appointing David Tonzola as  
School Business Administrator/Board Secretary**

**WHEREAS**, the State of New Jersey has enacted *P.L.2007, c.53, An Act Concerning School District Accountability*; and

**WHEREAS**, Section 5 of the Act amended *N.J.S.A. 18A:11-11* to require boards of education to provide public notice 30 days prior to the renegotiation, extension, amendment, or alteration of an employment contract with the superintendent of schools, assistant superintendent of schools, or school business administrator; and

**WHEREAS**, Said notice was provided to the public via publication in the district's official newspaper, *The Asbury Park Press*, on May 20, 2022; and

**WHEREAS**, Section 5 of the Act amended *N.J.S.A. 18A:11-11* to require boards of education to provide public notice of a public hearing 10 days prior to the renegotiation, extension, amendment, or alteration of an employment contract with the superintendent of schools, assistant superintendent of schools, or school business administrator; and

**WHEREAS**, Said notice of a public hearing was provided to the public via publication in the district's official newspaper, *The Asbury Park Press*, on May 20, 2022; now therefore be it

**RESOLVED**, That the Bradley Beach Board of Education hereby designates from 7:00 p.m. to 7:10 p.m. at 515 Brinley Avenue, Bradley Beach, NJ on June 28, 2022 as the public hearing required by the Act.

### **Notice to the Public**

Members of the public are invited to submit public comments regarding the appointment of the BUSINESS ADMINISTRATOR/BOARD SECRETARY. The board, pursuant to *N.J.S.A. 10:4-12(b)*, the *Open Public Meetings Act*, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public.

Please be aware that the subject of this hearing retains the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The board shall not be held liable for comments made by members of the public.

Public Comments – None

### Close Public Hearing

Dr. Franks began the public hearing portion of the meeting by opening up the dialogue to any board member who wished to speak. She then turned the dialogue to any member of the public wishing to speak. Seeing that there was no further public comment, Dr. Franks closed the public hearing and reconvened the workshop session.

### Superintendent's Report

After the public hearing, Dr. Franks turned the meeting over to Dr. Margaret Hayes to review the interim superintendent agenda items. Before reviewing her agenda items, Dr. Hayes reviewed the New Jersey Department of Education Local District Special Education Public Report of 2020/2021 with the Board. Dr. Hayes said that the Board should be proud of the report.

### Executive Session

President Franks called for an Executive Session at 7:24 p.m. to discuss student matters.

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

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

Public Workshop Reconvened

On a motion made by Ms. Devane, and seconded by Ms. Flynn, the Board reconvened into the workshop session at 7:34 p.m.

Dr. Hayes then reviewed her agenda items with the Board, particularly the personnel agenda items.

Dr. Franks then turned the meeting over to Mr. Tonzola.

Before going over his agenda items, Mr. Tonzola reminded the Board about the mandatory training that must be completed before December 31st and the special meetings scheduled for July 12-14 and July 21-22. Mr. Tonzola then went over his agenda items with the Board, in particular, the approval of the fiscal year 2023 ESEA Grant, the 2023 IDEA Grant, the general property/liability and workers compensation insurance premiums, and the approval of the deposits into maintenance and capital reserve.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:23 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Franks at 8:24 p.m.

Roll Call

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

Absent:        Ms. Davis

V. Minutes:

Approval of Meeting Minutes

Resolved:     That the Board approve the Minutes of:

Special Meeting – May 10, 2022  
Confidential Executive Session – May 10, 2022  
Regular Meeting – May 24, 2022  
Confidential Executive Sessions – May 24, 2022

MOTION:     Mrs. Merenda       SECOND:     Ms. Flynn       VOTE:       8-0

VI. Superintendent's Report

A. Personnel

1. Resolved: That the Board approve the appointment of the tenured teaching staff for the 2022/2023 school year, as on file in the Office of the Superintendent. (Attachment VI-A.1) [B]
2. Resolved: That the Board approve the salaries for support staff, as per attachment, for the 2022/2023 school year, as on file in the Office of the Superintendent. (Attachment VI-A.2) [B]
3. Resolved: That the Board approve the reappointment of Mr. David Tonzola to the position of Business Administrator/Board Secretary for the 2022/2023 school year. (Attachment VI-A.3) [B]
4. Resolved: That the Board approve the reappointment of Mrs. Sarah Seeley to the position of Director of Curriculum and Instruction for the 2022/2023 school year. (Attachment VI-A.4) [B]
5. Resolved: That the Board approve the reappointment of Mrs. Alison Zylinski to the position of Director of Special Services/Social Worker for the 2022/2023 school year. (Attachment VI-A.5) [B]
6. Resolved: That the Board approve the reappointment of Salvatore Catalano to the position of Information Technology Coordinator for the 2022/2023 school year. (Attachment VI-A.6) [B/G]
7. Resolved: That the Board approve the appointment of Dr. Steven Kairys as the Bradley Beach School Physician for the 2022/2023 school year for an annual fee of \$2,000.00. [B]
8. Resolved: That the Board approve Christina Loucel to the position of Leave Replacement Elementary School Teacher for Amanda Silverstein, Grade 3, Special Education Teacher (on Maternity Leave) from September 1, 2022 and ending on October 6, 2022, at a prorated rate of salary guide BA first step, salary pending negotiated contract. [B]
9. Resolved: That the Board approve the appointment of Barbara O'Boyle to provide Physical Therapy Services to the Bradley Beach School District from July 1, 2022, through June 30, 2023 at a rate of \$100 per hour. This resolution supersedes Resolution VI-A.4 on the May 24, 2022 agenda. [B]
10. Resolved: That the Board approve retroactively the appointment of the following chaperone for the FY 2022 8<sup>th</sup> Grade trip to Washington DC at a contracted total rate of three hundred dollars (\$300.00), one hundred and fifty dollars (\$150) per night: [B]
  - Scott Taylor

11. Resolved: That the Board approve the following certificated school nurses to the position of Substitute School Nurse for the 2022 Bradley Beach Elementary Extended School Year Summer Program for 3.5 hours per day on an as needed basis from July 11, 2022, through August 11, 2022, at the rate consistent with the Bradley Beach Education Schedule D Special Contracts. [B]

- Rosemary Achong
- Filomena Contella

12. Resolved: That the Board rescind the appointment of the following teachers to teach in the Bradley Beach Elementary School’s 2022 Summer Jumpstart Program.

- Kelsey Dunnigan
- Megan Jardine

13. Resolved: That the Board approve the appointment of the following teacher to teach in the Bradley Beach Elementary Extended School Year Summer Program. The program will run from July 11, 2022, through August 11, 2022, (Monday through Thursday). The hours for certified teaching staff will be 3.75 hours/day at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts. [B]

- Megan Jardine

14. Resolved: That the Board approve the appointment of the following teacher to teach in the Bradley Beach Elementary School’s Summer Jumpstart Program. The program will run from July 11, 2022, through August 11, 2021, (Monday through Thursday). The hours for certified teaching staff will be 3.75 hours/day at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts: [G]

- Kirsty Sucato

Note: Grant funds to be used are 20-484-100-101-00-SU CRRSA Act – Learning Acceleration Grant Program and 20-483-100-101-00-SU CRRSA Act – ESSER II at 100%

15. Resolved: That the Board approve the appointment of Megan Jardine as an Elementary Special Education Teacher for the 2022/2023 school year, salary guide BA step 6-7 per salary guide for 2021/2022, salary pending negotiated contract. (Attachment: VI-A.15) [B]

16. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

<b>Staff Member</b>	<b>Date(s) of Event</b>	<b>Name/Title of Professional Training</b>	<b>Location</b>	<b>Cost</b>
Alison Zylinski	6/28/2022	NJCIE Summer Inclusion Leadership Conference	David Brearly High School Kenilworth, NJ	\$0

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Alison Zylinski	TBD	STRONGE Annual Inter-Rater Reliability & Recertification Training	Virtual	\$195
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MOTION: Ms. Caruso Walker SECOND: Ms. Sacci VOTE: 8-0

B. Students

1. Resolved: That the Board approve the following tuition contract for Summer Extended School Year Program and the tuition contract for the 2022/2023 school year: [B]

ID #	School	Start Date	Annual Tuition Rate
2733	Union County Educational Services Commission: Lamberts Mill Academy ESY Program	7/01/2022 - 8/12/2022	Tuition: \$ 9,879
2733	Union County Educational Services Commission: Lamberts Mill Academy	9/6/2022	Tuition: \$59,711 Related Services \$80.00 per session

2. Resolved: That the Board affirms the Superintendent/Principal's findings for the two HIB investigations, one in May 2022 (confirmed HIB) and one in June 2022 (confirmed not HIB) and reported to the Board in executive session. (Attachment VI-B.2) [B]

MOTION: Ms. Flynn SECOND: Mrs. Merenda VOTE: 8-0

C. Curriculum

1. Resolved: That the Board approve Curriculum Development summer hours at a rate consistent with the collective agreement with the Bradley Beach Education Association Schedule D Special Contracts for the following staff:

Name	Subject	Hours
Jeanne Acerra	Civics	5 hours
Jeanne Acerra	Social Studies, Grades 6-8	5 hours
Christina Boyle	Social Studies, Grades 3-5	8 hours
Lisa D'Amore	Social Studies, Grades K-2	5 hours
Courtney Hammell	Financial Literacy	3 hours
Courtney Hammell	Health, Grades K-2	6 hours
Courtney Hammell	Health, Grades 3-5	6 hours
Courtney Hammell	Health, Grades 6-8	6 hours
Courtney Hammell	Physical Education, Grades K-2	6 hours
Courtney Hammell	Physical Education, Grades 3-5	6 hours
Courtney Hammell	Physical Education, Grades 6-8	6 hours

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

D. Policy

1. Resolved: That the Board approve the Security Drill Statement of Assurance for the 2021/2022 school year. (Attachment VI-D.1)

MOTION: Mrs. Carlucci SECOND: Ms. Flynn VOTE: 8-0

VII. Business Administrator/Board Secretary's Report

Item of Interest: P.O. Journal by Purchase Order, pursuant to PL 2015, Chapter 47

A. Approval of Acceptance of the FY 2023 Elementary and Secondary Education (ESEA) Formula Grant Funds.

Resolved: That the Board approve the acceptance of the FY 2023 ESEA Formula Grant Funds as follows:

Program Name	FY 2023 Award Amount
ESEA Title IA	\$95,042
ESEA Title IIA	10,886
ESEA Title III	10,190
ESEA Title IV	10,000

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

B. Approval of FY 2023 IDEA Part B Consolidated Formula Grant Application Submission

Resolved: That the Board approve the submission of the FY 2023 IDEA Part B Consolidated Formula Grant Application:

Program Name	FY 2019 Award Amount
IDEA Basic	\$119,805
IDEA Preschool	2,911

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

C. Approval of the Preschool Education Aid Budget

Resolved: That the Board approve the submission of the Preschool Education Aid 2022/2023 District Budget Planning Worksheet (Attachment VII-C)

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

D. Approval of General Property/Liability Insurance (2022/2023 School Year)

Resolved: That the Board approve the proposal as submitted by the New Jersey Schools Insurance Group for General and Liability Insurance for the 2022/2023 school year effective 7/01/22 - 6/30/23 as follows: [B]

Coverage	Premium
Property	\$27,643
Boiler & Machinery	1,302
Crime	382
General Liability	6,422
Auto	2,988
School Board Legal	10,337
Total	\$49,074

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

E. Approval of Worker's Compensation Insurance (2022/2023 School Year)

Resolved: That the Board approve the proposal as submitted by New Jersey Schools Insurance Group for Workers Compensation insurance for the 2022/2023 school year effective 7/1/22 - 6/30/23 as follows: [B]

Coverage	Premium
Worker's Compensation	\$47,697*

\*The district's experience modification for this year decrease to 0.8391 from 0.8415 (2.85%). When calculating the Experience Modification, the 17/18 claims history dropped-off and the 20/21 claims history replaced it.

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

F. Approval of Compulsory Student Accident Insurance (2022/2023 School Year)

Resolved: That the Board approve the renewal of compulsory student accident insurance coverage through the Zurich America Insurance Company for the 2022/2023 school year. The plan will be offered to parents at a cost of \$6,555 to the Board. [B]

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0



G. Approval of Excess Liability Insurance (2022/2023 School Year)

Resolved: That the Board approve the renewal of excess liability insurance coverage through Fireman's Fund Insurance Company for the 2022/2023 school year at a premium cost of \$2,178. [B]

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

H. Approval of Environmental Liability Insurance (2022/2023 School Year)

Resolved: That the Board approve the renewal of the environmental liability coverage through Beazley Insurance Company for the 2022/2023 school year at a premium cost of \$3,291. [B]

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

I. Approval of Cyber Liability 2022/2023 School Year

Resolved: That the Board approve the cyber liability coverage through New Jersey Schools Insurance Group for the 2022/2023 school year at a premium cost of \$1,176. [B]

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

J. Approval of Business Administrator and School Treasurer Bonds

Resolved: That the Board approve the renewal of the Business Administrator (Tonzola) and School Treasurer (Rodman) Bonds through Selective Insurance Company for the 2022/2023 school year at a premium cost of \$910. [B]

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

K. Approval to Delete Stale Dated Check

Resolved: That the Board approve the deletion of the following stale dated check from the Bradley Beach School Account ending in 0062:

Check Date	Check Number	Check Amount
6/22/2021	19925	\$2.50

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

L. Transfer of Current Year Surplus to Capital Reserve

Resolved: WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Bradley Beach Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Bradley Beach Board of Education has determined that up to \$39,900 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Bradley Beach Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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

M. Transfer of Current Year Surplus to Maintenance Reserve

Resolved: WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Bradley Beach Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Bradley Beach Board of Education has determined that up to \$49,000 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Bradley Beach Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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

N. Approval to Authorize the Business Administrator to Pre-approve and Pay Any Legitimate 2021/2022 School Year Bills

Resolved: That the Board authorizes the Business Administrator to pre-approve and pay any legitimate 2021/2022 school year bills, received up to and including those presented as of

June 30, 2022, before the close of the school year. The bills will be reported to the Board of Education at the July Board meeting.

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

O. Approval of Maximum Travel Expenditure Amount (2022/2023 School Year)

Resolved: That the Board approve the following resolution:

WHEREAS, pursuant to N.J.S.A. 18A: 11-12, in each pre-budget year, the Bradley Beach Board of Education is required to establish a maximum travel expenditures amount for the budget year which may not be exceeded; and

WHEREAS, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and

WHEREAS, The Board of Education has elected to excluded travel expenditures supported by federal funds from the maximum travel expenditure amount; and

WHEREAS, The Board of Education has determined that the total amount of travel expenditures supported by federal funds from the prior school year was \$13,449.00 and

WHEREAS, The Board of Education has determined that the total amount of travel expenditures currently supported by federal funds from the 2021/2022 school year is \$6,259.97; and

WHEREAS, The Board of Education has determined that the total amount of travel expenditures supported by federal funds for the 2021/2022 school year is projected to be \$10,886.00,

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby establishes the maximum travel expenditure amount not supported by Federal Funds, which has been budgeted for the 2022/2023 school year as \$13,600.00.

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

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

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

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

Q. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending May 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-Q)

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

R. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of May 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:23A-16.10(c)3; that no line item appropriation is in violation of N.J.A.C. 6A:23A-16.10(c)3, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

S. Approval of Budget Transfers (2021/2022)

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

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

T. Approval of May 2022 Payroll

Resolved: That the Board approve the May 2022 gross payroll in the amount of \$410,406.61.

MOTION: Ms. Sacci SECOND: Ms. Devane VOTE: 8-0

U. Approval of Bills Payment

Resolved: That the Board approve payment of the June 28, 2022 regular bills list and as certified and approved. (Attachment VII-U)

MOTION: Mrs. Merenda SECOND: Ms. Flynn VOTE: 8-0

VIII. Old Business – None

IX. New Business – None

X. Committee Reports

Ms. Sacci stated that the curriculum and community relations committee met and discussed ways to enhance the BYCC mentoring program.

Ms. Shu Hofsess went over the finance and facilities committee meeting held on June 21st. A brief Board discussion followed concerning the recording or live broadcasting of board meetings. The finance and facilities committee will continue exploring whether it is advantageous to stream or record board meetings.

Ms. Devane stated there would be a negotiations committee meeting between the BBEA and Board on June 29th. Ms. Devane believed that both sides were close to finalizing a settlement.

XI. President's Report

Dr. Franks stated that the Board would be working very diligently over the next few months to complete the hiring of a new superintendent

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 8:29 p.m. to discuss personnel matters.

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

MOTION: Ms. Flynn                      SECOND: Mrs. Merenda                      VOTE: 8-0

XV. Adjournment

By a unanimous voice vote the meeting was adjourned at 9:58 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary