

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

**OFFICIAL MINUTES**

**Special Meeting/Public Hearing**  
**May 3, 2022**

I. Call To Order

The special meeting held by the Bradley Beach Board of Education was called to order at 7:00 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. Formal Public Hearing and Presentation of the Proposed 2022/2023 School Budget

Dr. Wisniewski and Mr. Tonzola reviewed the Budget Power Point Presentation with the Board and the Public during the public hearing portion of the meeting. Dr. Wisniewski addressed the educational impact that the 2022/2023 budget will have on the district, while Mr. Tonzola reviewed the fiscal budget with the Board.

Mr. Tonzola stated that the general fund budget will be increasing by 0.35% or \$26,416. Mr. Tonzola indicated that the Board would be increasing the general fund tax levy by 2% to \$6,575,110. Mr. Tonzola went over the revenue sources and the appropriations funded by the various revenues. Mr. Tonzola also reviewed the tax rate and the tax rate's effect on an average residential assessed home in Bradley Beach. The tax rate for the general fund will be \$0.3744 and for the debt service it will be \$0.0099 for a total tax rate of \$0.3843 per \$100 of assessed valuation. The annual tax including both the general fund and debt service fund on an averaged assessed home of \$812,511 would be \$3,122.48 which represents an annual increase of \$71.24 over last year.

After the budget presentation and before Dr. Wisniewski reviewed his agenda item, Dr. Franks wished to congratulate Dr. Wisniewski on his new position with the Robbinsville Board of Education.

Mr. Tonzola then reviewed his agenda items with the Board.

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Executive Session

President Franks called for an Executive Session at 7:37 p.m. to discuss student matters.

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

MOTION: Mrs. Carlucci SECOND: Mrs. Merenda VOTE: 9-0

Special Meeting Reconvened

On a motion made by Ms. Devane, and seconded by Ms. Caruso Walker, the Board reconvened into the special session at 7:51 p.m.

V. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

Special Meeting – April 12, 2022  
Confidential Executive Session - April 12, 2022

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

VI. Superintendent's Report

A. Personnel

1. Resolved: That the Board approve the appointment of the following chaperones for the 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]

- Jeanne Acerra
- Amanda Bialek
- Nichole Covert
- Miranda Saryian
- Anthony LeProtto

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
Scott Taylor	5/5/22	Red Bank Math Articulation Meeting	Red Bank Regional HS	-0-

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Jessica Stephan	5/6/22	NJASP-REBT Counseling Self Regulation for Elementary School	Virtual	\$195.00
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MOTION: Mrs. Merenda SECOND: Ms. Caruso Walker VOTE: 9-0

VII. Business Administrator/Board Secretary’s Report

A. Approval of School Budget – 2022/2023 School Year

Resolved: That the Board approve the 2022/2023 School Budget in the following amounts:

General Fund	\$7,556,334
Special Revenue	1,993,735
Debt Service Fund	174,300

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

B. Approval of General & Debt Service Funds’ Tax Levies – 2022/2023 School Year

Resolved: That the Board approve the following amounts to be raised by taxes:

General Fund	\$6,575,110
Debt Service	174,300

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

C. Approval of Advertised Budget

Resolved: That the Business Administrator has advertised said budget in the Asbury Park Press on April 27, 2022 in accordance with the format required by the State Department of Education and according to law.

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

D. Approval of Maximum General Fund Travel Expenditure

Resolved: That in accordance with State Statute the maximum general fund expenditure for travel and related expenditures for the 2022/2023 school year for all staff and board members is \$13,600.00. For 2021/2022 the maximum amount approved for travel and related general fund expenditures was \$15,000.00 of which \$3,383.00 has been spent to date.

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

E. Approval of the District’s General Fund Professional Services Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2022/2023 general fund professional services appropriation budget be set for the amount of:

<b>Professional Services</b>	<b>Amount</b>
Legal	\$ 6,000.00
Auditing	23,766.00
Architectural/Engineering	10,000.00
Occupational Therapist	33,385.00
BCBA	15,000.00
Physician	2,000.00

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

F. Approval of the District’s Special Revenue Fund Professional Services Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2022/2023 special revenue fund professional services appropriation budget be set for the amount of:

<b>Professional Services</b>	<b>Amount</b>
Physical Therapy	\$ 10,000.00

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

G. Approval of the District’s General Fund Co-Curricular Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2022/2023 general fund co-curricular appropriation budget be established as follows:

<b>Co-Curricular Activities</b>	<b>Salaries</b>
Safety Patrol	\$ 2,793.00
Yearbook	2,793.00
Yearbook Tech. Advisor	2,793.00
Environmental Club	2,793.00
Computer Club	2,793.00
Newspaper Relations	2,793.00
Music Director	3,204.00
DJ	2,793.00
Student Government	2,793.00
Drama Club	2,793.00
8 <sup>TH</sup> Grade Trip Advisor	2,793.00
Webmaster	2,793.00
Washington Stipend	1,200.00
<b>Total</b>	<b>35,127.00</b>

<b>Co-Curricular Activities</b>	<b>Supplies</b>
Safety Patrol	\$ 31.25
Yearbook	31.25
Environmental Club	31.25
Computer Club	31.25
Newspaper Club	31.25
Choral Director	31.25
Student Government	31.25
Drama Club	31.25
<b>Total</b>	<b>\$250.00</b>

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

H. Approval of the District’s General Fund Athletics Appropriation Budget

Resolved: That in accordance with the New Jersey Accountability Regulations the 2022/2023 general fund athletics appropriation budget be established as follows:

<b>Athletics</b>	<b>Salaries</b>
Baseball	\$3,574.00
Softball	3,574.00
Boys Basketball	3,574.00
Girls Basketball	3,574.00
Boys Soccer	3,574.00
Girls Soccer	3,574.00
Athletic Director	2,793.00
Cheerleaders	3,574.00
<b>Total</b>	<b>\$27,811.00</b>

<b>Athletics</b>	<b>Purchased Services (Board Subsidy e.g. transportation &amp; officials)</b>
Baseball	\$ 2,500.00
Softball	2,500.00
Boys Basketball	2,500.00
Girls Basketball	2,500.00
Boys Soccer	2,500.00
Girls Soccer	2,500.00
Cheerleaders	n/a
<b>Total</b>	<b>\$15,000.00</b>

<b>Athletics</b>	<b>Supplies</b>
Baseball	\$ 500.00
Softball	500.00
Boys Basketball	500.00
Girls Basketball	500.00

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Boys Soccer	500.00
Girls Soccer	500.00
Cheerleaders	500.00
<b>Total</b>	<b>\$3,500.00</b>

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

I. Approval of Parliamentary Procedures (2022/2023)

Resolved: That the Board adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the parliamentarian for the 2022/2023 school year.

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

J. Approval of Implementation of the 2022/2023 Budget

Resolved: That the Board authorize the Superintendent and Business Administrator/Board Secretary to implement the 2022/2023 budget pursuant with local and state policies and regulations.

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

K. Approval of Tax Requisition Schedule (2022/2023)

Resolved: That the Board hereby approve the tax requisition schedule for the 2022/2023 school year as listed on Attachment VII-K.

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

L. Bank Resolutions

1. Resolved: That the following bank for the specific accounts, as listed, is continued as depository of school funds:

Bank of America, Bradley Beach

- General Account
- Payroll Account
- Payroll Agency Account
- Unemployment Tax Trust Account
- Cafeteria Account
- Student Council Activity Account
- School Account

2. Resolved: That for investment purposes, the following bank is hereby approved and that the Business Administrator/Board Secretary be authorized to amend this initial list predicated

on prevailing interest rates and investment activity when such additions and/or deletions present an investment enhancement for the Bradley Beach Board of Education:

Bank of America

Bradley Beach, NJ

3. Resolved: That the following warrant signatures (signatures may be original or facsimile) are hereby authorized for the accounts specified:

General Account – Three (3) Signatures Required

1. Board President
2. Treasurer of School Funds
3. Business Administrator or Superintendent

Payroll Account – One (1) Signature Required

1. Treasurer of School Funds or Business Administrator

Payroll Agency Account – Two (2) Signatures Required

1. Business Administrator/Board Secretary or Superintendent
2. Treasurer of School Funds

Cafeteria Account – Two (2) Signatures Required

1. Business Administrator/Board Secretary
2. Treasurer of School Funds

School Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

Unemployment Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

Student Council Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

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

M. Appointment of Authorized Agent for Federal and State Funds

Resolved: That the following resolution is hereby adopted:

BE IT RESOLVED that the Business Administrator/Board Secretary of the Bradley Beach Board of Education is hereby designated as the Board's authorized agent to file applications and requests for State and Federal Funds under existing State and Federal laws.

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

N. Appointment of Architect of Record

Resolved: That the firm of Di Cara/Rubino Architects, Wayne, NJ, is hereby reappointed as Architect of Record for the 2022/2023 school year.

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

O. Appointment of Property/Liability and Worker Compensation Insurance Advisor

Resolved: That the Board approve the firm of Arthur J. Gallagher & Co., Princeton, NJ as its Property/Liability and Worker Comp. Insurance Advisor for the 2022/2023 school year.

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

P. Appointment of Health/Dental Insurance Advisor

Resolved: That the Board approve the firm of Brown & Brown Benefit Advisors, Shrewsbury, NJ, as their Health/Dental Insurance Advisor for the 2022/2023 school year.

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

Q. Appointment of School Board Attorney

Resolved: That the following resolution is hereby adopted:

RESOLUTION AUTHORIZING AN AGREEMENT FOR LEGAL SERVICES  
ADOPTED BY THE BRADLEY BEACH BOARD OF EDUCATION IN THE  
COUNTY OF MONMOUTH.

WHEREAS, there exists a need for legal services for the Bradley Beach Board of Education; and

WHEREAS, such legal services can be provided only by a licensed attorney and is so recognized as such; and Michael Gross of Kenny, Gross, Kovats, and Parton, 130 Maple Ave., PO Box 8610, Red Bank, N. J. 07701

WHEREAS, funds in the amount of \$6,000 annually are available for this purpose;



NOW THEREFORE, BE IT RESOLVED, BY THE BRADLEY BEACH BOARD OF EDUCATION, IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. Michael Gross of Kenny, Gross, Kovats, and Parton, is hereby appointed as Board Attorney at \$130 per hour for the period July 1, 2020 to June 30, 2021.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School contracts Law, N.J.S.A. 18A:18A (a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution shall be placed on file with the Secretary of the Board.

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

R. Appointment of Treasurer of School Funds

Resolved: That Bruce Rodman is hereby reappointed as Treasurer of School Funds for the 2022/2023 school year at an annual fee of \$2,665.

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

S. Approval of 403b and 457 Tax Shelter Providers

Resolved: That the Board approve the following list of 403b and 457 Tax Shelter Providers for the 2022/2023 school year:

**403b Tax Shelter Provider**

1. Axa Equitable
2. Great American Life Insurance Co.
3. Siracusa
4. Tax Deferred Services

**457 Tax Shelter Provider**

1. Axa Equitable

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

T. Approval of Resolution Authorizing the Procurement of Goods and Services Through State Agency for the 2022/2023 School Year

Resolved: That the following resolution is hereby adopted:

WHEREAS, Title 18A:18A-10 provides that "a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Bradley Beach Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, The Bradley Beach Board of Education desires to authorize its purchasing agent for the 2022/2023 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year."

NOW, THEREFORE, BE IT RESOLVED that the Bradley Beach Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

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

U. Approval of Authorization to Award Contracts Up to the Bid Threshold and Set the Quote and Verification of Claims Thresholds

Resolved: That the Board approve the authorization to award contracts up to the bid threshold of \$44,000 pursuant to N.J.S.A. 18A:18A-2 and set the quote and verification of claims threshold to 15% of the bid threshold pursuant to N.J.S.A. 18A:18A-37 and 18A:19-3 respectively.

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

V. Approval of Board Policies and Regulations

Resolved: That the policies and regulations governing the actions of the Bradley Beach Board of Education are hereby readopted.

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

W. Approval of the Uniform Minimum Chart of Accounts for 2022/2023 School Year

Resolved: That the Board adopt the Uniform Minimum Chart of Accounts (Handbook 2R2, 2022 Edition) for New Jersey Public Schools for the 2022/2023 school year.

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

X. Approval of Travel and Related Expense Reimbursement 2022/2023

Resolved: That the following resolution is hereby adopted:

WHEREAS, the Bradley Beach Board of Education recognizes school staff and Board Members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6a:23b-1.1 et seq. requires Board Members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools; and

WHEREAS, the Bradley Beach Board of Education has established in its annual school general fund budget a maximum amount that may be allotted for such travel and expense reimbursement for the 2022/2023 school year; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6a:23B-1.2(b), to a maximum expenditure of \$13,600 for all staff and Board Members; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

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

Y. Approval of Doctrine of Necessity

Resolved: That the Board approve the following resolution:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED, that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED, that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED, that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

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

VIII. Old Business – None

IX. New Business

Ms. Devane reported that the 8<sup>th</sup> grade worked with the Shade Tree Commission and planted a new tree between Second Avenue and Third Avenue.

Ms. Flynn inquired about the baseball team.

X. Committee Reports

Ms. Devane stated that the negotiations committee met with the Bradley Beach Education Association and had a productive meet and greet session.

XI. President's Report

Dr. Franks stated that they had six nominations for the Hall of Fame and that the committee will be picking four of the nominees to be inducted into the Hall of Fame.

XII. Public Comments (Agenda Items Only) – None

XIII. Public Comments (Other Items Only)

Mr. Tim Sexsmith, Borough of Bradley Beach Committee Member, wished to introduce himself and stated that he is the new liaison between the town council and board of education.

XIV. Executive Session (if required) – None

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XV. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary