

**LONG BEACH ISLAND BOARD OF EDUCATION**  
**BOARD MEETING MINUTES**  
January 3, 2023  
Ethel A. Jacobsen School Media Center  
Reorganization/Working (Public) Session 6:00 PM

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**PUBLIC MEETING MINUTES**

1. **CALL TO ORDER** – The Board of Education of the Long Beach Island School District, Ocean County, met in the Media Center of the Ethel A. Jacobsen School, 200 South Barnegat Avenue, Surf City, New Jersey on January 3, 2023.

School Business Administrator/Board Secretary, Meghan Lee, called the meeting to order at 6:00 p.m. and proceeded with the Pledge of Allegiance and read the following Open Public Meetings Act Announcement:

"This meeting is hereby called to order. Adequate and electronic notice of this meeting was provided in accordance with the Open Public Meetings Act. The notice has been posted in the Board of Education Office, Ethel A. Jacobsen School building, the Long Beach Island Grade School building and on the district website. The notice was also mailed to *The Press of Atlantic City*, *Asbury Park Press*, and *The Sandpaper*, and filed with the Municipal Clerks of Barnegat Light, Harvey Cedars, Surf City, Ship Bottom and Long Beach Township."

2. **PLEDGE OF ALLEGIANCE**

3. **OATH OF OFFICE**

The Oath of Office was administered by Meghan Lee, School Business Administrator/Board Secretary, to the newly elected Board members who represent the following constituent districts:

- |    |                     |                                |
|----|---------------------|--------------------------------|
| A. | Long Beach Township | (3 years) – Brielle Hoffacker  |
| B. | Barnegat Light      | (3 years) – Marilyn Wasilewski |
| C. | Harvey Cedars       | (3 years) – Frederic Schragger |

4. **ROLL CALL OF MEMBERS**

|            |                |                 |
|------------|----------------|-----------------|
| Dr. Chung  | Mrs. Hoffacker | Mrs. Wasilewski |
| Ms. Conway | Mrs. Linkewich | Mrs. Southwick  |
| Ms. Hagler | Mr. Schragger  |                 |

**ABSENT:** Mrs. Raber

**OTHERS PRESENT:** Dr. Peter Kopack, Superintendent  
Ms. Meghan Lee, SBA/Board Secretary

5. **ACCEPTANCE OF ELECTION RESULTS**

**Motion by Colette Southwick, second by Kelly Linkewich to approve the following:**

Motion to have the combined statement of results of the 2022 school election made a part of the organization meeting minutes.

| <b><u>Name</u></b>                     | <b><u>Number of Votes</u></b> |
|----------------------------------------|-------------------------------|
| Brielle Hoffacker, Long Beach Township | 1,095                         |
| Write-in                               | 10                            |
| Marilyn Wasilewski, Barnegat Light     | 273                           |
| Write-in                               | 9                             |
| Frederic Schragger, Harvey Cedars      | 168                           |
| Write-in                               | 2                             |

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

6. **NOMINATIONS AND ELECTION OF OFFICERS**

A. Nominations for President of Board of Education for a one-year term, beginning tonight.

**NOMINATION(S)**      1. Colette Southwick                      2. None

**NOMINATED BY:**              Kelly Linkewich                      \_\_\_\_\_

**Second** Brielle Hoffacker                      **Second** \_\_\_\_\_

**Motion by Brielle Hoffacker, second by Kelly Linkewich to close nominations:**

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

**Motion by Colette Southwick, second by Brielle Hoffacker to vote for President:**

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

**RESULTS OF VOTE (PRESIDENT): Mrs. Southwick**

**Board President, Mrs. Southwick, took the chair:**

B. Nominations for Vice President of the Board of Education for a one-year term,  
beginning tonight.

**NOMINATION(S)** 1. Brielle Hoffacker 2. None

**NOMINATED BY:** Danielle Hagler

**Second** Kelly Linkewich **Second** \_\_\_\_\_

**Motion by Marilyn Wasilewski, second by Danielle Hagler to close nominations:**

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

**Motion by Brielle Hoffacker, second by Danielle Hagler to vote for Vice President:**

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

**RESULTS OF VOTE (VICE PRESIDENT): Mrs. Hoffacker**

7. **ESTABLISHMENT OF ANNUAL MEETING CALENDAR**

**Motion by Brielle Hoffacker, second by Danielle Hagler to approve the following:**

Resolved to establish the 2023 Annual Meeting Calendar as amended. All public meetings will be held at 6 p.m. in the Media Center of the Ethel A. Jacobsen School, 200 South Barnegat Avenue, Surf City, NJ unless otherwise noted. Executive (closed) sessions will be held prior to the public meeting beginning at 5:30 p.m. The Long Beach Island Board of Education reserves the right to cancel, postpone, or change the meeting dates, times and places with proper notice according to law.

| Month        | Meeting            | Comment                     |
|--------------|--------------------|-----------------------------|
| January      | January 24, 2023   |                             |
| February     | February 21, 2023  |                             |
| March        | March 14, 2023     | (Preliminary Budget Review) |
| April        | April 25, 2023     | (Public Budget Hearing )    |
| May          | May 16, 2023       |                             |
| June         | June 20, 2023      |                             |
| July         | July 18, 2023      |                             |
| August       | August 15, 2023    |                             |
| September    | September 19, 2023 |                             |
| October      | October 17, 2023   |                             |
| November     | November 14, 2023  |                             |
| December     | December 12, 2023  |                             |
| January 2024 | January 2, 2024    | (Reorganization)            |

After a brief discussion, the June meeting date was changed from June 13th to June 20th.

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

8. **OFFICIAL BOARD NEWSPAPER**

**Motion by Marilyn Wasilewski, second by Brielle Hoffacker to approve the following:**

Motion to authorize *The Press of Atlantic City* as the official newspaper of the Board.

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

9. **POLICIES**

**Motion by Brielle Hoffacker, second by Danielle Hagler to approve the following:**

Motion to adopt all policies established by the previous Board of Education, with the regulations promulgated thereunder, until such time as this present board might wish to make changes.

**Upon a roll call vote, motion carried:**

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mrs. Southwick, Mrs. Wasilewski

Nays(1): Mr. Schragger

Abstain: 0

10. **CURRICULA**

**Motion by Kelly Linkewich, second by Brielle Hoffacker to approve the following:**

Motion to readopt the Long Beach Island School District Curricula which are aligned with the most recent State Board adopted version of the New Jersey Student Learning Standards (NJSLS).

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

11. **EDUCATIONAL PROGRAMS**

**Motion by Brielle Hoffacker, second by Kelly Linkewich to approve the following:**

Motion to adopt all educational programs and practices established by the previous Board of Education, with the regulations promulgated thereunder, until such time as this present Board might wish to make changes.

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

12. **EVALUATION MODELS**

**Motion by Brielle Hoffacker, second by Kelly Linkewich to approve the following:**

Motion to adopt the following evaluation models for the Long Beach Island School District, until such time as this present Board might wish to make changes.

Teachers: Charlotte Danielson Framework for Teaching Evaluation Instrument  
Principal: Strong Leader Effectiveness Performance Evaluation System

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

13. **BUSINESS ADMINISTRATOR AUTHORIZATION**

**Motion by Marilyn Wasilewski, second by Brielle Hoffacker to approve the following:**

Motion that the Board of Education approve the Business Administrator/Board Secretary to approve bids, approve account transfers, pay bills, approve construction change orders and approve travel in accordance with policies 6471 and 3240, Board member Travel Expenses; Staff Travel Expenses and N.J.S.A. 18A:11-12, in between board meetings on an emergency basis with lists of such bids, transfers, payments, construction change orders and travel subject to presentation and ratification at the next business meeting of the board.

**Upon a roll call vote, motion carried:**

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mrs. Southwick, Mrs. Wasilewski

Nays(1): Mr. Schragger

Abstain: 0

14. **SUPERINTENDENT'S AUTHORIZATION**

**Motion by Stephanie Chung second by Kelly Linkewich to approve the following:**

Motion that the Board of Education approve the Superintendent of Schools or his designee to employ school personnel to fill vacancies in existing job classifications as they may occur in between board meetings on an emergency basis with a list of those employed subject to presentation and ratification at the next business meeting of the board.

**Upon a roll call vote, motion carried:**

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mrs. Southwick, Mrs. Wasilewski

Nays(1): Mr. Schragger

Abstain: 0

15. **(Tabled) BOARD COMMITTEES**

Motion, that upon the recommendation of the Superintendent, to approve 2023 Board Committees as presented.

16. **CODE OF ETHICS**

**Motion by Marilyn Wasilewski second by Brielle Hoffacker to approve the following:**

RESOLVED, that in accordance with N.J.S.A. 18A: 12-24.1, the members of the Long Beach Island Board of Education shall abide by the following Code of Ethics for School Board Members:

- A. *I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.*
- B. *I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.*
- C. *I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.*
- D. *I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.*
- E. *I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.*
- F. *I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.*
- G. *I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.*
- H. *I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.*
- I. *I will support and protect school personnel in proper performance of their duties.*

- J. *I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.*

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

**ACKNOWLEDGEMENT OF RECEIPT OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS:**

(The Board received the acknowledgement for signatures.)

17. The Board continued with the Working meeting at 6:15 p.m.

18. **PERSONNEL**

**Motion by Brielle Hoffacker, second by Kelly Linkewich to approve the following:**

A. Substitute Personnel

Motion to approve the employment of substitute personnel for the 2022-2023 school year as listed below pending receipt of required paperwork and completion of required substitute orientation:

|                 |                  |
|-----------------|------------------|
| Olivia Swanson  | Teacher          |
| John Gartland   | Paraprofessional |
| Olivia Tilton   | Teacher          |
| Stefani Leonard | Paraprofessional |

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

19. **BUILDING/GROUNDS/TRANSPORTATION/FINANCE**

**Motion by Brielle Hoffacker, second by Kelly Linkewich to approve the following:**

A. Financial Reports

1. Financial Reports of the Secretary to the Board of Education

Motion to approve financial reports for the month of November 2022.

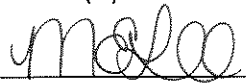
- a. Report of the Secretary dated November 30, 2022
- b. Report of the Treasurer dated November 30, 2022

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of November 2022 which are reconciled with the Board Secretary's Reports by fund for that month.

3. SBA Certification

Pursuant to N.J.A.C. 6A:23-2.11 (c) 4, I certify that as of November 2022 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11 (b).

  
\_\_\_\_\_, 1/26, 2023  
Meghan Lee, School Business Administrator

B. Transfers

Motion to approve the November 2022 transfer report.

C. Bills List

Motion to approve the December 20, 2022 Bills List, totaling \$17,064.19

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger (with the exception of Item C), Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

20. **ANNOUNCEMENTS**

A. Dates to Remember

January 4: After-School Homework Program for Grades 4 & 6  
January 5: After-School Homework Program for Grades 3 & 5  
January 6: Mid-Marking Period reports on portal  
January 9: PTA Meeting – LBI Media Center, 4 p.m  
January 10: After-School Academy for Kindergarten  
Micro:bit Club for Grades 5 & 6  
January 11: After-School Academy for Kindergarten  
After-School Homework Program for Grades 4 & 6  
January 12: After-School Homework Program for Grades 3 & 5  
January 16: SCHOOL CLOSED – MARTIN LUTHER KING, JR., DAY  
January 17: After-School Academy for Kindergarten  
January 18: After-School Academy for Kindergarten  
After-School Homework Program for Grades 4 & 6  
January 19: After-School Homework Program for Grades 3 & 5  
January 20: SRMS Music Program @ LBI  
January 24: After-School Academy for Kindergarten  
Board of Education Meeting, EJ School, Surf City, 6 p.m.

21. **PUBLIC COMMENT:** None

22. **RESOLUTION:**

**Motion by Brielle Hoffacker, second by Kelly Linkewich to approve the following:**

Resolved that the Board of Education will open its next scheduled meeting on January 24, 2023, at 5:30 p.m. in the Media Center of the Ethel Jacobsen School, 200 South Barnegat Avenue, Surf City, NJ in Executive Session for matters of Attorney/Client Privilege, Negotiations, Student Issues, and Personnel and will suspend opening activities, including the Pledge of Allegiance and reading of Adequate Notice of Meeting, until the Board opens in Public Session at 6 p.m. In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as amended by P.L.2020, c.11, and Section 8, c. 34 (N.J.S.A. 52:27D-18.11) the Board may conduct a public meeting remotely by electronic means during a state of emergency so long as reasonable public notice and provision for public input is made under the circumstances.

**Upon a roll call vote, motion carried:**

Ayes(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich,  
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

23. **ADJOURNMENT**

At 6:18 p.m. a motion was made by Kelly Linkewich, seconded by Brielle Hoffacker to adjourn the meeting. All in favor.

Respectfully Submitted,



Kathy Sheplin

Assistant to the Board Secretary