

LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
March 14, 2023
Ethel A. Jacobsen School Media Center
Executive (Closed) Session 6:00 PM – Regular (Public) Session 6:30 PM

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 March 14, 2023.

Board President, Colette Southwick, called the meeting to order at 6:30 p.m. and read the following statement:

"This is to advise those present at this meeting of the Board of Education of the Long Beach Island Consolidated School District, in the County of Ocean, that 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 and 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. ROLL CALL | Dr. Chung | Mrs. Linkewich | Mrs. Hoffacker |
| | Ms. Conway | Mr. Schragger | Mrs. Southwick |
| | Ms. Hagler | Mrs. Wasilewski | |

ABSENT: Mrs. Raber

OTHERS PRESENT: Dr. Peter Kopack, Superintendent
Mr. Frank Birney, Principal
Ms. Meghan Lee, School Business Administrator/Board Secretary

4. **SPECIAL PRESENTATIONS**

- A. 2023-2024 Preliminary Budget Presentation: Ms. Lee, School Business Administrator and Dr. Kopack, Superintendent gave a PowerPoint presentation on the Preliminary Budget which included the following topics:

- Review of the previous/current/next year
- Grant Funds
- Budget Process
- Revenue Sources
- Budgeted Expenditures
- Allocation of Budgeted Expenditures
- Projected School Taxes

Ms. Southwick thanked Ms. Lee and Dr. Kopack for the presentation and asked if Board members had any questions. Mr. Schragger asked about healthcare cost increases. There were no further questions.

5. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked everyone for attending the meeting and reported on the following: thanked everyone involved in the budget process, after-school programs, summer programs, AtlantiCare's "Healthy Schools, Healthy Children" initiative and new lunch choice, Blender Smoothies, and garden programs.

6. **REPORT OF THE PRINCIPAL:** Mr. Birney reported on the following: PreK is working in centers and pets, Kindergarten is learning about healthy foods, plants, and animals, First Grade is learning about technology (positives and negatives), Second Grade is working on "How To" paragraphs, EJ garden teamed with Journey North—QR codes are in the garden to click on for information and radishes were planted, Read Across America events were a huge success, Cedar Run Wildlife Refuge assembly, Parent/Teacher Conferences went well, and thanked the PTA.
7. **REPORT OF THE PRESIDENT:** Ms. Southwick thanked everyone for all they do for the district.
8. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** Members of the public commented, asked questions on the following topics:
- Capital Reserve
 - Field Trips

9. **BOARD CORRESPONDENCE:** None

10. **APPROVAL OF MINUTES**

Motion by Marilyn Wasilewski, second by Danielle Hagler to approve the following:

As per the recommendation of the Superintendent:

RESOLVED, THAT THE BOARD OF EDUCATION APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

February 21, 2023: Regular and Closed Session

Minutes of the closed session meeting will be released to the public when the reasons for nondisclosure no longer exist.

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain(1): Mr. Schragger

11. **COMMITTEE REPORTS**

- **Personnel:** Colleen Conway reported that the committee met today and discussed the following: staff reappointments, and union/nonunion salaries.
- **Building/Grounds/Transportation/Finance:** Kelly Linkewich reported that the committee met today and discussed the following: sale of school, state aid, capital reserve, and maintenance reserve.
- **PTA Liaison:** Stephanie Chung reported on the following: Candyland Dance March 24th, Spirit Wear Store open Thursday, Yearbook is underway, and "Secret World of Robots" Assembly on March 29th.

12. **PERSONNEL**

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

As per the recommendation of the Superintendent:

A. Leave of Absence

Motion to approve a leave of absence for employee #4427, beginning approximately May 12, 2023 through the end of the 2022 - 2023 school year and from September 5, 2023 through December 6, 2023. The employee will use paid leave and FMLA.

B. Leave of Absence

Motion to approve a leave of absence for employee #4409, beginning approximately April 24, 2023 through May 12, 2023. The employee will use FMLA.

C. 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:

Julia Hess	Teacher
Roman Schwoebel	Teacher
Christopher Cormann	Teacher

D. Stipend Positions

Motion to approve stipend/XCOMP positions for the 2022/2023 school year with approved timesheets:

- EJ Fun & Fitness: 1 teacher, 2 hours @ \$50/hour: James La Marco
- LBI Fun & Fitness: 1 teacher, 2 hours @ \$50/hour: Sal Colino

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

13. **BUILDING/GROUNDS/TRANSPORTATION/FINANCE**

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

As per the recommendation of the Superintendent:

A. Budget 2023-2024

1. ADOPTION OF PRELIMINARY BUDGET 2023-2024

That upon the recommendation of the Superintendent, the Board of Education approve the following resolution:

BE IT RESOLVED that the preliminary budget be approved for the 2023-2024 School Year using the state aid figures

BE IT FURTHER RESOLVED the School Business Administrator/Board Secretary be authorized to submit the following preliminary budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	TOTAL
2023-2024 Total Expenditures	\$13,275,649	\$344,714	\$13,620,363
Less: Anticipated Revenues	\$6,096,496	\$344,714	\$6,441,210
Taxes to be Raised	\$7,179,153	\$0	\$7,179,153

2. Travel Expenditures

WHEREAS, the Long Beach Island 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:23A-7.2 et seq. Requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-state county meetings, Department or Association sponsored events or in-state professional development activities for which the registration fee does not exceed \$150 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.3 et seq. but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A: 23A-7.3 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3 to a maximum expenditure of \$11,123 for all staff and board members.

3. Capital Reserve Withdrawal

That upon the recommendation of the Superintendent, the Board of Education approve the following resolution:

RESOLVED that the Long Beach Island Board of Education approves the Capital Reserve withdrawal for the 2023-2024 budget in the amount of \$5,000,000. The district intends to utilize these funds for:

Addition and Renovations at Ethel A. Jacobsen Elementary School to the New Jersey Department of Education, DOE State Project #29-2760-020-21-1000

Renovations at Ethel A. Jacobsen Elementary School to the New Jersey Department of Education, DOE State Project #29-2760-020-21-2000

HVAC Improvements in the Media Center at Ethel A. Jacobsen Elementary School

4. Maintenance Reserve Withdrawal

That upon the recommendation of the Superintendent, the Board of Education approve the following resolution:

RESOLVED that the Long Beach Island Board of Education approves the Maintenance Reserve withdrawal pursuant to N.J.A.C. 6A:23A – 14.2 (d) for the 2023-2024 budget in the amount of \$100,000. The district intends to utilize these funds for:

Required Building Maintenance

Upon a roll call vote, motion carried:

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Linkewich, Mrs. Wasilewski, Mrs. Hoffacker, Mrs. Southwick
Nays(1): Mr. Schragger
Abstain: 0

Motion by Danielle Hagler, second by Kelly Linkewich to approve the following:

B. Audit 2021/2022

1. Comprehensive Annual Financial Report

BE IT RESOLVED BY THE LONG BEACH ISLAND BOARD OF EDUCATION that it acknowledges receipt of the 2021-2022 school year audit, that a copy of the Summary of Audit Report is available for public inspection; and

BE IT FURTHER RESOLVED that the Long Beach Island Board of Education acknowledges that there are no audit recommendations; and

BE IT FURTHER RESOLVED that the Long Beach Island Board of Education accepts the 2021-2022 Comprehensive Annual Financial Report.

Upon a roll call vote, motion carried:

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Linkewich, Mrs. Wasilewski, Mrs. Hoffacker, Mrs. Southwick
Nays(1): Mr. Schragger
Abstain: 0

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

C. Financial Reports

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

Motion to approve financial reports for the month of February 2023.

a. Report of the Secretary dated February 28, 2023

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of February 2023 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 February 2023 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11 (b).



Meghan Lee, School Business Administrator

4/26, 2023

- D. Transfers
Motion to approve the February 2023 transfer report.
- E. Bills List
Motion to approve the March 2023 Bills List, totaling \$255,665.91
- F. Travel and Training
Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
TBD	Karen Beetel	Teacher	Co-teaching in Inclusive Classrooms: Effective Small Group Structures and Strategies, Gr. K-6	Online	\$159 registration
TBD	Karen Beetel	Teacher	Co-teaching: Whole Group Structures	Online	\$159 registration
3/13 3/14	Patti Gerety	Teacher	Dyslexia Conference	Online	\$489
3/30 3/31	Brooke Mandarakas	Head Bus Driver	School Transportation Supervisors Conference	Atlantic City	\$350 registration
5/17/23	LisaAnne Foglia	Personnel	Personnel Processing - Systems 3000	Eatontown	Mileage
3/10/23	Shelley Smith	Teacher	SR Scholarship Donors Breakfast	Manahawkin	None

- G. Field Trips
Motion to approve the following field trips:

Date	Grade	Destination	Teacher in Charge	Cost
5/18/23	5th	The Mainland Arcade and Manahawkin Bowling Alley	Kappy/Oldham/ Lustenberger	TBD
5/23/23	6th	STAC Theater	Rothstein/Gosline	Transportation
4/20/23	3rd	The Franklin Institute	Messec/Freeman	\$1,030
5/12/23	6th	Six Flags Great Adventure	Gosline/Rothstein	Transportation
5/23/23	2nd	Cape May Zoo	Ferrer/Holloway	TBD
6/9/23	6th	Bayview Park, LB Township	Rothstein/Gosline	Transportation
5/22/23	4th	Allaire State Park	Daly/Maschi	TBD
5/31/23	PreK 3	Ship Bottom Park	Aurelio	Transportation

The Board briefly discussed field trips.

Upon a roll call vote, motion carried:

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Linkewich, Mrs. Wasilewski, Mrs. Hoffacker,
Mrs. Southwick
Nays(1): Mr. Schragger
Abstain: 0

14. **ANNUAL APPROVALS/CONTRACTS**

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

As per the recommendation of the Superintendent:

- A. Insurance Coverage: Flood Insurance
Motion to approve the insurance coverage detailed below for the 2023-2024 School Year at the premium shown, through subject to adjustment; and, that payments be made when bills are received based upon the terms, conditions, and endorsements of the policy, as shown:

Flood Insurance (Bus Garage) - Selective Insurance	\$ 13,063
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Upon a roll call vote, motion carried:

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Linkewich, Mr. Schragger, Mrs. Wasilewski,
Mrs. Hoffacker,
Nays(1): Mrs. Southwick
Abstain: 0

15. **EDUCATIONAL**

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

As per the recommendation of the Superintendent:

- A. HIB Report
Motion to accept the Harassment, Intimidation and Bullying report as presented in Executive Session.

Upon a roll call vote, motion carried:

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Linkewich, Mrs. Wasilewski, Mrs. Hoffacker,
Mrs. Southwick
Nays(1): Mr. Schragger
Abstain: 0

16. **UNFINISHED/NEW BUSINESS**

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

As per the recommendation of the Superintendent:

- A. Purchase Agreement Addendum
WHEREAS the Long Beach Island Board of Education is the owner of certain real property which is part of Block 48, Lot 1 on the Tax Map of the Borough of Ship Bottom, County of Ocean and state of New Jersey, known as the Long Beach Island Grade School ("Property"); and

- WHEREAS** N.J.S.A. 18A:20-5 authorizes a board of education to sell real property owned by a board of education and may set a minimum price and conditions for the sale; and
- WHEREAS** the Board approved the sale of the Property on September 20, 2022 to Michael Pagnotta Architecture P.C; and
- WHEREAS** the Board and Michael Pagnotta Architecture P.C. have negotiated an Addendum to the Contract of Sale; and
- RESOLVED** The Long Beach Island Board of Education approves the Addendum to the Real Estate Purchase Agreement by and between the Board and Michael Pagnotta Architecture P.C.

ADOPTED this the 14th day of March 2023, at a properly constituted meeting of the Long Beach Island Board of Education by a roll call majority vote of its full membership.

Upon a roll call vote, motion carried:

Ayes(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Linkewich, Mrs. Wasilewski, Mrs. Hoffacker, Mrs. Southwick
Nays(1): Mr. Schragger
Abstain: 0

17. ANNOUNCEMENTS

A. Dates to Remember

- March 15: After-School Academy for Kindergarten & Grade 2
After-School Homework for Grades 4 & 6
After-School Band for Grades 4 & 5
- March 16: 6th Grade Trip – Papermill Playhouse – “Hercules”
After-School Academy for Grades 1 & 2
After-School Homework for Grades 3 & 5
- March 17: St. Patrick's Day
LEAD for Grade 5
- March 20: Spring Begins
After-School Academy for Grade 1
- March 21: After-School Academy for Kindergarten
After-School Violins for Grades 4, 5, & 6
Birdhouses & Pollinators for Grades 3 & 4/Parents
- March 22: After-School Academy for Kindergarten & Grade 2
After-School Homework for Grades 4 & 6
After-School Band for Grades 5 & 6
- March 23: After-School Academy for Grades 1 & 2
After-School Homework for Grades 3 & 5
- March 24: LEAD for Grade 5
LBI School District Dances – Candyland Theme

- March 27: After-School Academy for Grade 1
- March 28: After-School Academy for Kindergarten
After-School Ukulele for Grades 5 & 6
- March 29: Secret World of Robots Assembly EJ and LBI
After-School Academy for Kindergarten & Grade 2
After-School Homework for Grades 4 & 6
After-School Band w/ Ukuleles for Grades 4, 5 & 6
- March 30: After-School Academy for Grades 1 & 2
After-School Homework for Grades 3 & 5
- March 31: LEAD for Grade 5
- April 7: Early Dismissal
- April 10-14: School Closed - Spring Break
- April 25: Board of Education Meeting (Public Budget Hearing), Ethel Jacobsen School, 6:30 p.m.

B. Kindergarten Registration 2023-2024

Kindergarten registration for the 2023-2024 school year will open the week of April 3rd. Please contact the Ethel Jacobsen School or visit the district website at www.lbischools.org for registration information.

18. **PUBLIC COMMENT:** Members of the public commented, asked questions on the following topics:

- Purchase Agreement Addendum
- Litigation Update
- Book Donation
- Legal Fees

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

As per the recommendation of the Superintendent:

RESOLUTION: Resolved that the Board of Education will open its next scheduled meeting on April 25, 2023, at 6:00 p.m. in the Media Center of the Ethel A. 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 6:30 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. Linkewich, Mr. Schragger, Mrs. Wasilewski,
Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain: 0

20. **EXECUTIVE SESSION #2 (If Needed):** The Board did not return to Executive Session.

21. **ADJOURNMENT**

At 7 p.m., a motion was made by Brielle Hoffacker, second by Kelly Linkewich to adjourn. All in favor.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Kathy Sheplin". The signature is written in dark ink and is positioned above the printed name and title.

Kathy Sheplin
Assistant to the Board Secretary