

LONG BEACH ISLAND BOARD OF EDUCATION
BOARD MEETING AGENDA
March 22, 2022
Long Beach Island Grade School Media Center
Executive (Closed) Session 6:30 PM – Regular (Public) Session 7:00 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 Long Beach Island Grade School, 201 20th Street, Ship Bottom, New Jersey on March 22, 2022.

Board President, Colette Southwick, called the meeting to order at 7:01 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. Hoffacker | Mrs. Raber |
| Ms. Conway | Mrs. Linkewich | Mrs. Southwick |
| Ms. Hagler | Mrs. Wasilewski | |

ABSENT: Mr. Schragger

OTHERS PRESENT: Dr. Peter Kopack, Superintendent
Ms. Chris Kelly, School Business Administrator/Board Secretary
Ms. Meghan Lee, Assistant BA
Mr. Anthony Sciarillo, Esq.

4. **SPECIAL PRESENTATIONS**

- A. 2022-2023 Preliminary Budget Presentation: Ms. Lee, Assistant Business Administrator and Dr. Kopack, Superintendent gave a PowerPoint presentation on the Preliminary Budget and touched on the following topics:

- Review of the previous/current/next year
- 2022-23 staffing, programs, maintenance and services
- 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. There were no questions.

5. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked everyone for attending the meeting and reported on the following: thank you to students from the SRMS S.T.Y.L.E. program for visiting students in the EJ and LBI Schools, i-Ready - results at next meeting, NJSLA testing April 26 and 27 and May 2, 9, and 16, Start Strong Assessment in fall - students did well, articulation sessions for curriculum with surrounding school districts, 6th Grade trip to Medieval Times was fun for all, Go Red Campaign 3rd and 4th Grade, Hands Only CPR for Grade 5 students, thank you for donation from the LBI Rotary Club for a 2nd hydroponic Garden, and the next PTA Meeting is scheduled for March 28th @ 4 p.m.
6. **REPORT OF THE PRINCIPAL** - None
7. **REPORT OF THE PRESIDENT** - None
8. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** Members of the public commented, asked questions on the following topics:
 - Meeting Notices
 - i-Ready Assessment
9. **BOARD CORRESPONDENCE** - None
10. **APPROVAL OF MINUTES**

Motion by Brielle Hoffacker, second by Kristy Raber 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 15, 2022: 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(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich, Mrs. Wasilewski,
Mrs. Raber, Mrs. Southwick

Nays: 0

Abstain: 0

11. **COMMITTEE REPORTS**
 - Negotiations: Marilyn Wasilewski - no report
 - Personnel: Stephanie Chung - no report
 - Policy: Danielle Hagler - no report
 - Building/Grounds/Transportation/Finance: Kristy Raber reported that the committee met on March 7 and the following items were discussed: adoption of preliminary budget, travel expenditures, professional services, capital reserve, and maintenance reserve.
 - Curriculum: Brielle Hoffacker reported that the committee meets tomorrow.
 - Public Relations: Peter Kopack reported that articles were sent to *The Sandpaper* with regard to events in the district.
 - PTA Liaison: Kelly Linkewich reported that Spirit Wear sales were a success and invited everyone to attend the next PTA meeting.

12. **PERSONNEL**

Motion by Brielle Hoffacker, second by Kristy Raber to approve the following:

As per the recommendation of the Superintendent:

- A. Letter of Intent to Retire
Motion to accept a letter of intent to retire from, Marilyn Yates, Payroll/Health Benefits/Personnel Coordinator, effective May 1, 2022. Mrs. Yates has been employed by the district since 2005.
- B. Preschool Leave Replacement Teacher
Motion to approve the employment of Robin Tilton as a Preschool Leave Replacement Teacher beginning March 15, 2022 through the end of the 2021-2022 school year at the annual salary of \$74,394 prorated (step 12 on the MA salary guide). **As amended (salary and step).**
- C. Leave of Absence
Motion to approve an unpaid leave of absence for employee #4511 for April 11-15, 2022.
- D. Stipend Position
Motion to approve the following stipend/XCOMP position for the 2021-2022 school year with approved timesheets:
- **Early Bird Academy (EJ):** 1 Teacher, up to 28 days, 1 hour/day @ \$35/hour: Amy Aurelio
- Explanation: program replaces After School Academy at EJ
- E. Paraprofessional
Motion to approve the employment of Jennifer Hendrickson as a full-time Paraprofessional beginning March 15, 2022 through the end of the 2021-2022 school year at the annual salary of \$19,809 prorated (step 2 on the Paraprofessional salary guide).
- F. Leave of Absence
Motion to approve a leave of absence for employee #4515, beginning approximately March 15, 2022 through the end of the 2021-2022 school year. March 15, 2022 to April 15, 2022 will be paid leave, and April 25, 2022 through the end of the school year will be FMLA.
- G. Confidential Secretary
Motion to approve the employment of Elizabeth Purks, Child Study Team Secretary/Registrar, beginning on or about April 25, 2022, for the 2021-2022 school year at the annual salary of \$48,000 prorated. Pending receipt of required paperwork.

Mrs. Southwick congratulated and welcomed Ms. Purks.

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

13. **POLICY**

Motion by Kristy Raber, second by Brielle Hoffacker to approve the following:

As per the recommendation of the Superintendent:

A. Policy/Regulation Approval

Motion to approve the second reading and adopt the following new and revised policies and regulation:

1. Policy 1620 Administrative Employment Contracts (M) (Revised)
2. Policy 2431 Athletic Competition (M) (Revised)
3. Regulation 2431.1 Emergency Procedures for Sports and Other Athletic Activity (M) (Revised)
4. Policy 2464 Gifted and Talented Students (M) (Revised)
5. Policy & Regulation 5330.05 Seizure Action Plan (M) (New)
6. Policy 6440 Cooperative Purchasing (M) (Revised)
7. Policy & Regulation 6470.01 Electronic Funds Transfer and Claimant Certification (M) (New)
8. Policy & Regulation 7440 School District Security (M) (Revised)
9. Policy 7450 Property Inventory (M) (Revised)
10. Policy & Regulation 7510 Use of School Facilities (M) (Revised)
11. Policy 4436 Personal Leave (Revised)

B. Policy/Regulation Approval

Motion to approve the first reading of the following new and revised policies and regulation:

1. Policy 2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
2. Policy & Regulation 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
3. Regulation 2460.30 Additional/Compensatory Special Education and Related Services (M) (New)
4. Policy 2622 Student Assessment (M) (Revised)
5. Regulation 2622 Student Assessment (M) (New)
6. Policy 3233 Political Activities (Revised)
7. Policy 5541 Anti-Hazing (M) (New)
8. Policy & Regulation 8465 Bias Crimes and Bias-Related Acts (M) (Revised)
9. Policy 9560 Administration of School Surveys (M) (Revised)

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

14. **BUILDING/GROUNDS/TRANSPORTATION/FINANCE**

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

As per the recommendation of the Superintendent:

A. Budget 2022-2023

1. ADOPTION OF PRELIMINARY BUDGET 2022-2023

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 2022-2023 School Year using the state aid figures

BE IT FURTHER RESOLVED the Secretary to the Board of Education 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
2022-2023 Total Expenditures	\$11,963,645	\$365,729	\$12,329,374
Less: Anticipated Revenues	\$5,006,671	\$365,729	\$5,372,400
Taxes to be Raised	\$6,956,974	\$0	\$6,956,974

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. Professional Services 2022-2023

WHEREAS, school district policy #6220/R6220 N.J.A.C. 6A:23A-5.2(b) and N.J.A.C. 6A:23A-9.3(c) 14 provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such public relations and professional services for the 2022-2023 School Year at the sum of:

Professional Services:

Attorney(s)	\$ 50,000
Auditor	\$ 24,000
Architect*	\$ 0
OT/PT/Social Worker/LDT-C**	\$153,770
School Psychologist	\$ 16,150
School Physician	\$ 500

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

BE IT FURTHER RESOLVED that the supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations.

*Does not include projects funded through Capital Reserve

**Total amount before Federal Grants allocation

4. 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 2022-2023 budget in the amount of \$4,000,000. 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 and Gym at Ethel A. Jacobsen Elementary School

5. 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 2022-2023 budget in the amount of \$150,000. The district intends to utilize these funds for:

Required Building Maintenance

Dr. Chung asked which building the maintenance reserve pertains to (Item #5). Ms. Kelly stated that the maintenance reserve is not building specific and can be used for either building.

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

B. Audit 2020/2021

Motion by Kristy Raber, second by Brielle Hoffacker to approve the following:

1. Comprehensive Annual Financial Report

BE IT RESOLVED BY THE LONG BEACH ISLAND BOARD OF EDUCATION that it acknowledges receipt of the 2020/2021 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 2020/2021 Comprehensive Annual Financial Report.

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

C. Financial Reports

Motion by Brielle Hoffacker, second by Kristy Raber to approve the following:

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

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

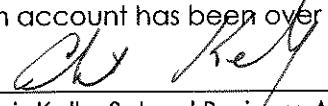
- a. Report of the Secretary dated February 28, 2022
- b. Report of the Treasurer dated February 28, 2022

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of February 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 February 2022 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11 (b).


Chris Kelly, School Business Administrator

4-28, 2022

D. Transfers

Motion to approve the February 2022 transfer report.

E. Bills List

Motion to approve the March 11, 2022 Bills List, totaling \$315,155.41

F. Travel and Training

Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
June 7-10, 2022	Meghan Lee	Assistant BA	2022 NJASBO Annual Conference	Atlantic City	\$275 registration and mileage

G. Field Trip

Motion to approve the following field trips:

Date	Grade	Destination	Teacher in Charge	Trip Objective	Cost
6/10/22	6	Bayview Park Long Beach Twp.	Ms. Gosline Ms. Rothstein	End of year	Transportation

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

15. **ANNUAL APPROVALS/CONTRACTS**

Motion by Brielle Hoffacker, second by Kristy Raber to approve the following:

As per the recommendation of the Superintendent:

A. ESEA – Elementary and Secondary Education Act Carryover 2020-2021

Motion that upon the recommendation of the Superintendent, the Board of Education accept the carryover funds for the Elementary and Secondary Education Act, for the fiscal year 2020-2021 from the New Jersey State Department of Education in the amount of \$6,942.

Title IA	\$ 35
Title IIA	<u>\$7,365</u>
Total	\$7,400

B. Contract Approval

Motion to enter into a contract with Bayada Home Health Care, Inc., 144 Hooper Avenue, Suite 302, Toms River, NJ, for substitute school nursing services if needed from July 1, 2021 through June 30, 2022 in accordance with the contract. (see enclosed)

C. Insurance Coverage: Flood Insurance

Motion to approve the insurance coverage detailed below for the 2022-2023 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	\$ 13,076
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D. Shared Service Agreement - Technology Services

Resolved that the Long Beach Island Board of Education enter into a shared services agreement with Southern Regional School District for the provision of Technology Specialist/Network Administrator services for the Long Beach Island School District from July 1, 2022 through June 30, 2023 in the amount of \$50,000. This agreement provides a Technology Specialist/Network Administrator and other associated services. (see enclosed)

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

16. **EDUCATIONAL**

Motion by Kelly Linkewich, second by Kristy Raber 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(8): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich, Mrs. Wasilewski,
Mrs. Raber, Mrs. Southwick

Nays: 0

Abstain: 0

17. **UNFINISHED/NEW BUSINESS**

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

As per the recommendation of the Superintendent:

A. Collective Bargaining Agreement

BE IT RESOLVED that the Long Beach Island Board of Education ratify the Memorandum of Agreement dated March 10, 2022, between the Board and the Long Beach Island Education Association; and Salary Guides for the Collective Bargaining Agreement between the Long Beach Island Board of Education and the Long Beach Island Education Association for the period of July 1, 2022 to June 30, 2025. (see enclosed)

Upon a roll call vote, motion carried:

Ayes(5): Ms. Conway, Ms. Hagler, Mrs. Hoffacker, Mrs. Linkewich, Mrs. Southwick

Nays: 0

Abstain(3): Dr. Chung, Mrs. Wasilewski, Mrs. Raber

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

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

- B. Bid Rejection
WHEREAS, the GYM AND MEDIA CENTER HVAC REPLACEMENT AT ETHEL A. JACOBSEN ELEMENTARY SCHOOL, having been duly advertised and received on March 15, 2022 be rejected due to the lowest bid substantially exceeds the cost estimates for the goods or services. NOW, THEREFORE, BE IT RESOLVED, that in accordance with N.J.S.A. 18A:18A-22, the Bid for Gym and Media Center HVAC Replacement at Ethel A. Jacobsen Elementary School be hereby rejected and the Board Secretary authorized to advertise and re-bid the project.

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

18. **ANNOUNCEMENTS**

- A. Dates to Remember
- | | |
|--------------|---|
| March 22: | After-school Mathletics, Grades 3 & 4
After-school Band, Grades 4-6 |
| March 23: | After-school Mathletics, Grades 1 & 2
After-school Violin, Grades 5 & 6 |
| March 24: | PreK to Insectropolis
After-School ROV Club
After-school Mathletics, Grades 5 & 6 |
| March 25: | 6th Grade Shark Tank |
| March 28: | After-School 6th Grade Math League
After-school Mathletics, PreK and Kindergarten
After-school Chorus, Grades 3 & 5 |
| March 29: | 6th Grade Graduation Pictures
After-school Mathletics, Grades 3 & 4 |
| March 31: | After-School ROV Club
After-school Mathletics, Grades 5 & 6 |
| April 11: | 4th Marking Period Begins |
| April 12: | Board of Education Meeting, LBI Grade School, 7 p.m. |
| April 15: | Early Dismissal |
| April 18-22: | School Closed - Spring Recess |
| April 27: | Board of Education Meeting (Public Budget Hearing),
LBI Grade School, 7 p.m. |

B. Donations

Thank you to the following donations to the LBI School District:

- United States Tennis Association (USTA): 2 volleyball nets for use in our PE programs
- American Heart Association Kids Heart Challenge: 3rd and 4th grade classes took a pledge to be more "Heart Healthy". Students took the Kids Heart Challenge and earned a character keychain. The challenge did not involve donation of money and the students were aware of that; however, several students wanted to donate to AHA and started a collection. We are pleased to report that \$235.00 was donated on behalf of LBI school.

C. Kindergarten Registration 2022-2023

Kindergarten registration for the 2022-2023 school year will open the week of April 4th. Please contact the Board of Education Office or visit the district website for registration information.

19. **PUBLIC COMMENT:** None

20. **Motion by Danielle Hagler, second by Brielle Hoffacker 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 12, 2022, at 6:30 p.m. in the Media Center of the Long Beach Island Grade School, 201 20th Street, Ship Bottom, 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 7 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, Mrs. Wasilewski,
Mrs. Raber, Mrs. Southwick

Nays: 0

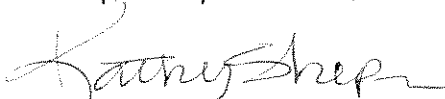
Abstain: 0

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

22. **ADJOURNMENT**

At 7:22 p.m., a motion was made by Brielle Hoffacker, second by Kelly Linkewich to adjourn. All in favor.

Respectfully Submitted,



Kathy Sheplin
Assistant to the Board Secretary