

LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
September 15, 2020
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 September 15, 2020. Members of the public attended virtually.

Board President, Colette Southwick, called the meeting to order at 7:06 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**

PRESENT:	Mrs. Bowker	Mrs. Hoffacker	Mr. Schragger
	Mr. Fenimore	Mr. McMenamin	Mrs. Wasilewski
	Mrs. Hartmann	Mrs. Raber	Mrs. Southwick

ABSENT: None

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

4. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked the Board of Education, staff members, Restart and Recovery Committee, and the LBI Health Department for their hard work in preparing for the school year. He reported that the school opening went well. The buildings, classrooms in-person and virtual look great, and the children are ready to learn. Dr. Kopack reported on outdoor learning spaces and thanked Ms. Kelly and Mr. Yates for setting up these spaces and reminded parents to check the Twitter feed for events happening within the school day. He reported on orientations and Back-to-School Nights, and the preparation for new procedures, thanked the bus drivers for their preparation in getting the students to and from school safely. He noted that this will be a challenging year, and reported on the use of Google Meet, interactive whiteboard for in-person and virtual learning, reported that various committees continue to meet, and that as of today, there are no COVID-19 cases to report.

5. **REPORT OF THE PRINCIPAL:** Mr. Birney reported that it was a great start to the school year, and that it is good to see students back in the building, thanked the parents for their support, thanked the paraprofessionals for their assistance with acclimating students, thanked the teachers for a tremendous job in preparing for this extraordinary school year, and thanked the custodians for building preparation and new cleaning/sanitizing procedures. He reported that the first week was spent reviewing new rules and procedures for students and staff, and reported that PreK is learning about farms and the letter A, Kindergarten is reviewing the alphabet and making scientific garden observations, 1st grade is using Chromebooks and using readers/writers workshop, and 2nd grade is using Orton-Gillingham and working on writing assignments. Mr. Birney said that he is looking forward to a great school year.

Mr. Fenimore asked for a breakdown of students attending in-person and virtually. Dr. Kopack gave a breakdown by grade level. Mr. McMenamin asked if the difference in enrollment between 2019 and 2020 are virtual students. Dr. Kopack responded that it is a decrease in enrollment.

6. **REPORT OF THE PRESIDENT:** Mrs. Southwick thanked everyone for supporting our schools, thanked staff and teachers for opening preparations, thanked the LBI Health Department for their assistance in the reopening of schools, noted that school began last week with early dismissal days in order to acclimate students and staff and noted that full days began this week.
7. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** Members of the public commented, asked questions on the following topics:

- Request for enrollment information to be posted with online agenda
- Item G under Personnel: Assistant Business Administrator Contract

8. **BOARD CORRESPONDENCE:** 4th Grade poetry highlighted in *Echoes of LBI* magazine

9. **APPROVAL OF MINUTES**

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

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

August 18, 2020: Regular and Closed Session

Upon a roll call vote, motion carried:

Ayes(7): Mrs. Bowker, Mr. Fenimore, Mrs. Hoffacker, Mrs. Raber, Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: Mrs. Hartmann, Mr. McMenamin

10. **COMMITTEE REPORTS**

- Negotiations: Marilyn Wasilewski - no report
- Personnel: Brielle Hoffacker reported that the committee met and discussed the following: Assistant BA, BA, KidsCare, substitute personnel, and stipend positions.
- Policy: Georgene Hartmann reported that the committee met at 5 p.m. and discussed new mandatory/recommended policies and reported that the first reading will be at the October meeting and 2nd reading in November.
- Building/Grounds/Transportation: Kristy Raber reported that the committee met at 5:30 and discussed the motion on agenda for bus driver and need for new mechanic

- Finance: Kristy Raber reported that the committee met at 5:30 and discussed the following: surplus property, bonding increase for BA and Treasurer, outdoor classrooms and COVID-19 costs approximately \$50,000, capital reserve - \$1 million, property appraisals, enrollment, cost of insurance coverage for mold (which the committee agreed was needed)
- Curriculum: Eileen Bowker: Mrs. Southwick reported the committee will meet next week
- Public Relations/Strategic Plan: Peter Kopack reported that an update should be coming soon.
- PTA Liaison: Brielle Hoffacker reported that the PTA met today and discussed the following: rainy day packs for students, and purchase of microphones and power fans.

11. **PERSONNEL**

Motion by Kristy Raber, second by Marilyn Wasilewski to approve the following:

- A. KidsCare Aides
Motion to approve the employment of KidsCare Aides for the 2020-2021 school year at the hourly rate of \$14 as follows: Benefits are not included.
- Kathleen McClellan
Jeanne Mauermeyer
- B. Additional Hours
Motion to approve an additional summer hours as follows:
- Technology: up to 18 hours each for Shelley Smith and Cathy McBride at the XCOMP rate of \$35/hr. with approved timesheets.
 - Scheduling: up to 33 hours for Julie Oldham at the XCOMP rate of \$35/hr. with approved timesheets.
- C. Substitute Personnel
Motion to approve the employment of substitute personnel for the 2020-2021 school year as listed below pending receipt of required paperwork and completion of required substitute orientation:
- Bus driver Elizabeth Dolly
Bus Aide Eileen Milacek
- D. Stipend Positions
Motion to approve stipend/XCOMP positions for the 2020/2021 school year with approved timesheets:
- Curriculum Committee: up to 5 hrs. @\$35/hour: Megan Melega
- E. **(Withdrawn)** Abolishment of Position
Motion to approve abolishing the position of Assistant to the Business Administrator.
- F. **(Withdrawn)** Establishment of Position
Motion to approve establishing the position of Assistant Business Administrator.

G. Assistant Business Administrator Contract

Motion to approve the employment contract for Meghan Lee, Assistant Business Administrator/Assistant Board Secretary at the annual salary of \$75,000 prorated for the period of October 1, 2020 to June 30, 2021.

Board members asked if items could be voted on separately, questioned items E, F, and G with regard to the establishment of a new position and obligation to post for that position. Mr. Sciarrillo responded that there is no obligation to post, but if it is a new position, it is likely that you would post and interview. Ms. Kelly clarified that it is a title change. Mr. Sciarrillo suggested a new motion be proposed to change the job title. Mr. McMenamin asked if there is a job description for the new title. Ms. Kelly reviewed new responsibilities to be transferred to the Assistant BA. Mr. Sciarrillo proposed that in the future, additional duties of the Assistant Business Administrator or a new job description be presented to Board Members. The motion was proposed and the change approved by Kristy Raber and Marilyn Wasilewski to combine items E and F and change the motion as follows:

Change in Title (Replaces items E and F)

Motion to approve the change in title from Assistant to the Business Administrator to Assistant Business Administrator.

Upon a roll call vote, motion carried:

Ayes(5): Mr. Fenimore, Mrs. Hoffacker, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski

Nays(3): Mrs. Bowker, Mr. McMenamin, Mr. Schragger

Abstain(1): Mrs. Hartmann

12. **FINANCE**

Motion by Marilyn Wasilewski, second by Eileen Bowker 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 August 2020.

- a. Report of the Secretary dated August 31, 2020
- b. Report of the Treasurer dated August 31, 2020

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of August 2020 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 August 2020 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

10-20-, 2020

B. Transfers

Motion to approve the August 2020 transfer report.

C. Bills List

Motion to approve the September 11, 2020 Bills List, totaling \$254,947.95

D. Travel and Training

Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
9/15/20 10/20/20 11/17/20 12/8/20 1/19/21 2/16/21 3/16/21 4/20/21 6/1/21	Peter Kopack	Superintendent	Ocean County Association of School Administrators (OCASA) Monthly Meetings	Virtual or various locations in Ocean County	Mileage if in-person resumes
9/2020 10/9/20 10/23/20 11/13/20 12/4/20	Julie Oldham	Counselor	CIACC Trainings	Virtual or various locations in Ocean County	Mileage if in-person resumes
9/25/20 10/16/20 11/20/20 12/18/20 1/22/21 2/19/21 3/26/21 4/23/21 5/14/21 6/10/21 6/18/21	Chris Kelly	Business Administrator	Ocean County Business Administrator Meetings	Virtual or various locations in Ocean County	No Cost
9/19/20 9/26/20 10/3/20 10/10/20 10/17/20 10/24/20 10/31/20 11/7/20 11/14/20 11/21/20	Meghan Lee	Assistant to the BA	NJASBO School Financial Accounting/ Reporting-GAAP/ Double Entry	Virtual	\$700

Upon a roll call vote, motion carried:

Ayes(9): Mrs. Bowker, Mr. Fenimore, Mrs. Hartmann, Mrs. Hoffacker, Mr. McMenamin, Mrs. Raber,
Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

13. ANNUAL APPROVALS/CONTRACTS

Motion by Eileen Bowker, second by Kristy Raber to approve the following:

A. E-Rate Consulting

Motion to appoint E Rate Consulting Inc. as the district's E-rate consultant in the amount of \$1,750 inclusive of both Category One and Category Two Filing fees.

B. Attendance Officer

Motion to appoint District Attendance Officers and stipends for the fiscal year ending June 30, 2021, as follows:

- Long Beach Township/Barnegat Light, Sergeant Sean Ferguson, \$200

C. Committees

Motion to approve committees for the 2020-2021 school year as follows:

- **Safety Committee**

Peter Kopack	Frank Birney	Chris Kelly
Julie Oldham	David Yates	Barbara Sargeant
Colette Southwick	Police Department Representatives	

- **Wellness Committee**

Peter Kopack	Frank Birney	Bianca Aniski
Denise Lake	Chloe Sheplin	James LaMarco
Sarah Esarey	Suzanne D'Arcangelo	Karen Beetel
Shelley Smith		
Parent Representatives		

- **I&RS Team**

Julie Oldham - Coordinator			
Heidi DeBiasi	Sarah Franka	Chloe Sheplin	Chris Conrad
Denise Lake	Suzanne D'Arcangelo	Karen Beetel	Jackie Ramilo
Theresa Strunk	Dr. Kopack	Frank Birney	

- **School Climate Team**

Julie Oldham - Coordinator			
Heidi DeBiasi	Janelle Gosline	Kim Maschi	Rosa Warfel
Collette Southwick	Chloe Sheplin	Chris Conrad	Karen Beetel
Jackie Ramilo	Lisa Benjamin	Katie McClellan	Liz Messec
Dr. Kopack			

D. Lead Testing Statement of Assurance

Motion to approve the annual submission of the Statement of Assurance for the Lead Testing Program for the 2020-2021 school year.

E. Sale of Surplus / Obsolete Equipment

WHEREAS the following property is not needed for school purposes; there exists a need for all available space; and the NJ Public School Contracts Law, 18A: 18A-45 requires a resolution authorizing disposition of surplus property,

NOW, THEREFORE BE IT RESOLVED that the Long Beach Island School District Board of Education authorizes the Business Administrator to dispose of this surplus property. The items will be sold to the Southern Regional School District for the amount of \$2,200.

- Rifton Supine Stander

Upon a roll call vote, motion carried:

Ayes(9): Mrs. Bowker, Mr. Fenimore, Mrs. Hartmann, Mrs. Hoffacker, Mr. McMenamin, Mrs. Raber, Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

14. **EDUCATIONAL**

Motion by Marilyn Wasilweski, second by Eileen Bowker to approve the following:

A. HIB Report

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

Mr. Schragger suggested that the motion state the results of the report to the Board and requested that the motion be amended. Mrs. Southwick noted that going forward the results will be included in the motion.

Upon a roll call vote, motion carried:

Ayes(9): Mrs. Bowker, Mr. Fenimore, Mrs. Hartmann, Mrs. Hoffacker, Mr. McMenamin, Mrs. Raber, Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

15. **UNFINISHED/NEW BUSINESS**

Motion by Kristy Raber, second by Marilyn Wasilewski to approve the following:

A. Property Appraisals

Motion to approve Integra Realty Resources-Coastal, NJ to conduct property appraisals at both the Long Beach Island Grade School and Ethel Jacobsen School at a cost of \$8,450.

Mrs. Hartmann asked why the Board is moving forward with appraisals and asked if there is a plan in place. Ms. Kelly stated that it was approved at the last meeting to move forward with appraisals in order to move forward with a plan. Mr. Schragger asked for more information on the company which was chosen. Ms. Kelly said she requested proposals from three companies, and this was the only one that responded and noted that this company completed previous appraisals for the district. Mr. Fenimore asked if they started the work. Ms. Kelly said yes and that the appraisals should be completed in a couple of weeks. Mr. Schragger recommended that a company resume be provided to Board Members.

Upon a roll call vote, motion failed:

Ayes(4): Mrs. Hoffacker, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski

Nays(5): Mrs. Bowker, Mr. Fenimore, Mrs. Hartmann, Mr. McMenamin, Mr. Schragger

Abstain: 0

Motion by Eileen Bowker, second by Brielle Hoffacker to approve the following:

B. Reopening of Schools

WHEREAS, on August 18, 2020, the Board approved a Resolution confirming the District's plan to reopen schools for the 2020-2021 school year in accordance with the Department of Education's *The Road Back, Restart and Recovery Plan for Education*, a copy of which is attached to the Resolution for reference; and

WHEREAS, on August 29, 2020, the Department of Education issued a memo to all Chief School Administrators containing references to Executive Order 175 – Re-opening Schools for In-Person Instruction Subject to Critical Health and Safety Standards; and

WHEREAS, the plan to reopen schools for the 2020-2021 school year includes, to the extent possible and as dictated by the District's buildings and facilities, the health, safety, and "Leadership and Planning" measures identified as "Anticipated Minimum Standards" (minimum standards) in the Department of Education's *The Road Back, Restart and Recovery Plan for Education*; and

WHEREAS, the District's reopening plan, to the extent possible will implement those minimum standards; and

WHEREAS, the District's reopening plan, to the extent possible, will adhere to the directives of the Governor and the Department of Education of the State of New Jersey regarding the reopening of schools for 2020-2021; and

WHEREAS, the Board of Education, upon the recommendation of the Superintendent, previously approved and submitted the District's reopening plan for 2020-2021 to the Department of Education; and

WHEREAS, the Department of Education has submitted a Statement of Assurance to the Superintendent of Schools, Dr. Peter Kopack, for his signature; and

WHEREAS, the Board of Education reviewed the contents of the Statement of Assurance and the District's reopening plan for 2020-2021; and

WHEREAS, the Board of Education after considering all the information, finds the Statement of Assurance to be an unnecessary burden upon the Superintendent of Schools; and

NOW, BE IT RESOLVED, that the Board of Education, after consideration of the above and the District's reopening plan for 2020-2021, directs that the Superintendent of Schools, Dr. Peter Kopack, not sign the Statement of Assurance as same would be outside the scope of his certificate, superfluous, redundant, and unnecessary.

Mrs. Hartmann asked why this is outside the scope of the Superintendent's certificate. Mr. Sciarillo responded that the Statement of Assurance is requiring Dr. Kopack to make assurances that by law he is not entitled to make.

Upon a roll call vote, motion carried:

Ayes(8): Mrs. Bowker, Mr. Fenimore, Mrs. Hoffacker, Mr. McMenamin, Mrs. Raber, Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays(1): Mrs. Hartmann,

Abstain: 0

Motion by Eileen Bowker, second by Brielle Hoffacker to approve the following:

C. Board Goals 2020-2021

Motion to approve the following Board Goals for the 2020-2021 school year:

Goal 1: Continued growth in student academic achievement and social emotional well-being

- Maximize communication by providing meaningful feedback and input opportunities in order to strengthen family, school and community partnerships.
- Implement i-Ready comprehensive assessment and instruction program.
- Create and implement protocols to reduce chronic absenteeism and increase rates of attendance.
- Continue to monitor student academic progress through the NJSL assessment criteria and performance standards.
- Continue to foster a learning environment where all students are engaged and have an opportunity to achieve academic excellence.
- Continue to implement positive behavior supports & interventions in school to promote a positive and caring school environment.
- Continue to implement a Social Emotional Learning (SEL) framework that includes school-wide practices, classroom instruction, and family and community outreach.

Goal 2: Continuation of the Strategic Planning Process

- Continue collaborating on a shared vision and mission statement
- Continue to conduct research and disseminate information on the State of the Schools and State of the Community
- Continue to collaborate on creating strategic goals that follow the vision and mission statement of the district
- Determine strategies and objectives necessary to accomplish goals that follow the vision and mission statement

Goal 3: Continuation of the Assessment of Facilities and School Grounds

- Continue with the Property Assessments
- Working with the Strategic Planning Committee identify the best way to move forward:
 - One or Two Buildings
 - Funding Source
- Update the Long Range Facilities Plan

Mr. McMenamin questioned Goal 3, line 1 as a contradiction of the property assessments. Ms. Southwick said it is part of a goal that can be updated. Mrs. Hartmann asked if the BOE already voted to update LRFP. Ms. Kelly responded that last month there was a motion, but this is a goal.

Upon a roll call vote, motion carried:

Ayes(7): Mrs. Bowker, Mr. Fenimore, Mrs. Hoffacker, Mrs. Raber, Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays(2): Mrs. Hartmann, Mr. McMenamin

Abstain: 0

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

D. Grant Application

Motion to approve submission of the following grant application. There will be no financial impact to the Board of Education from this grant:

- Bianca Aniski: (Ready, Set, Teaching Gardens Grow) from the American Heart Association in the amount of \$2,000. Grant funds may be used for direct expenses associated with your school's or community's garden project that will help children engage or access fresh fruits and vegetables, such as: garden beds, tools, plants, compost bins, irrigation, water collection, storage sheds, bags or boxes, single-use gloves, plates, and utensils. Gardens funds are to be used by December 31, 2021.

Upon a roll call vote, motion carried:

Ayes(9): Mrs. Bowker, Mr. Fenimore, Mrs. Hartmann, Mrs. Hoffacker, Mr. McMenamin, Mrs. Raber, Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

16. **ANNOUNCEMENTS**

A. Donations

Thank you for the following donations to the Long Beach Island School District:

- BioRidge Pharma: two Epi-Pen and two Epi-Pen Jr. Auto-Injector packs through the EpiPen for Schools Program
- Surf City Police: School supplies for the EJ School

B. Dates to Remember

October 19-21: Parent/Teacher Conferences, Early dismissal (EJ-1:00 and LBI 1:10)

October 20: Board of Education meeting, LBI Grade School, 7 p.m.

A second public comment was added:

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

- Repeat of roll call on failed appraisal motion

17. **Motion by Marilyn Wasilewski, second by Kristy Raber to approve the following:**

RESOLUTION: Resolved that the Board of Education will open its next scheduled Executive Session meeting on October 20, 2020, 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.

Upon a roll call vote, motion carried:

Ayes(9): Mrs. Bowker, Mr. Fenimore, Mrs. Hartmann, Mrs. Hoffacker, Mr. McMenamin, Mrs. Raber, Mr. Schragger, Mrs. Southwick, Mrs. Wasilewski

Nays: 0

Abstain: 0

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

19. **ADJOURNMENT**

At 7:49 p.m., a motion was made by Marilyn Wasilewski, second by Eileen Bowker to adjourn. All in favor.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Kathy Sheplin".

Kathy Sheplin
Assistant to the Board Secretary