LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
February 19, 2019
Long Beach Island Grade School Media Center
Executive (Closed) Session 6:00 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 February 19, 2019.

   Board President, William Fenimore, called the meeting to order at 7 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 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. 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:	Ms. Bowker	Mr. McMenamin	Mrs. Wasilewski	Mr. Fenimore
	Mrs. Raber	Mrs. Picaro	Mrs. Southwick	

ABSENT: Mrs. Hartmann, Mr. Donahower

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

4. **SPECIAL PRESENTATIONS**

   A. S.A.I.L. Presentation: Ms. Gosline gave an overview of the S.A.I.L. Program and demonstrated where information about it was located on the district's website. Isabelle Placa, 6th grade student, spoke about S.A.I.L. events: Sock Hop and Food drive, Relay for Life, Super Bowl Pep Rally and food drive. S.A.I.L students also offered their assistance to Science and Math Nights. Dr. Kopack and Board Members thanked Ms. Gosline and Isabelle for the presentation.

   B. School Ethics Act and the Code of Ethics Training for School Board Members: Mr. Sciarrillo conducted the School Ethics Training by reviewing the 5 Cs: Commitment, Chain of Command, Confidentiality, Conflicts, and Claims.

5. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked everyone for coming to the meeting and noted that he was paying close attention to the weather forecast, thanked the PTA for their support and programs for the district, thanked all involved in the LBI Grade School's Fun and Fitness Night—all had a great time, thanked Ms. Rothstein, Ms. Daly, Ms. Smith, and S.A.I.L students for hosting Math Night, thanked all who participated and donated to the "Go Red" events for the American Heart Association, and thanked 5th and 6th grade students and teachers who participated in STEAM Day events.

6. **REPORT OF THE PRINCIPAL:** Mr. Birney thanked all who participated in the EJ School Fun and Fitness Night and Science Night. Both events were well attended, and the Fun and Fitness Night that was canceled due to weather will be rescheduled for March. Mr. Birney noted that kindergarten and first grade student art was displayed at the Surf City Branch of the Ocean County Library, noted that Grade Level Happenings are posted on the website, and this month is full of Valentine Day and Ground Hog Day events: Prek-half day is working on their Vet clinic, PreK-full day is collecting data, Kindergarten celebrated Chinese New Year, First Grade celebrated the 100th day of school with the project, "When I Turn 100 Years Old," and Second Grade is working their Chromebooks and learning about Google Drive and Google Docs.

7. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** None

8. **BOARD CORRESPONDENCE:** None

9. **APPROVAL OF MINUTES**

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

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

January 15, 2019: Regular and Closed Session

Upon a roll call vote, motion carried:
Ayes (7): Ms. Bowker, Mr. McMenamin, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: 0

10. **COMMITTEE REPORTS**
- Negotiations: Marilyn Wasilewski reported that negotiations are progressing at a good pace.
- Personnel: Bonnie Picaro – No report
- Policy: James Donahower: Mr. Fenimore reported that there will be a short meeting regarding the mandated changes to policies that are on the agenda for the first reading.
- Building/Grounds/Transportation: Bonnie Picaro reported that the committee met on February 19th and discussed the following: bus inspections (all passed and bus #3 was sold on GovDeals for $2,800), EJ cameras are up and running, LBI gym floor was repaired—steam pipe leaks were repaired and a temporary floor is in place. Insurance will pay for permanent repairs in the summer and the budget for next year was reviewed.
- Finance: John McMenamin reported on expenses from the bills list.
- Curriculum: Colette Southwick reported that the Curriculum Committee will meet on February 25th.
- Public Relations/Strategic Plan: Eileen Bowker reported that the committee is trying to meet and that she met with Dr. Kopack on January 23rd. She spoke with Kathy Winecoff from NJ School Boards Association on beginning the Strategic Plan process and developing a plan that will get value additives and community involvement for the district. She handed out a comparison sheet and described the Strategic Plan Programs. A motion is on the agenda for approval.
- Community Roundtable: William Fenimore – No report

11. **PERSONNEL**

Motion by Bonnie Picaro, second by Marilyn Wasilewski to approve the following:

A. Leave of Absence
Motion to approve an unpaid leave of absence for employee #4274 on March 11-15, 2019.

B. **(Tabled)** Mentor
Motion to approve Chloe Sheplin, Resource Teacher, as a mentor for Nicole Johnson, Long-term Substitute (Resource Teacher), at a cost of $550 prorated in accordance with NJ DOE Mentor requirements and the Long Beach Island School District Mentoring Plan.

C. Substitute Personnel
Motion to approve substitute personnel for the 2018-2019 school year as follows pending receipt of required paperwork and completion of required substitute orientation:

Colleen Vaughan	Teacher/Classroom Aide
Kristina Rutherford	Nurse/Teacher
Ashley Pellagrino	Classroom Aide/Secretary/Kids Care

D. Long-term Substitute **(As amended)**
Motion to approve the employment of Kristen Zafonte as second grade long-term substitute teacher effective March 25, 2019 through **the end of the school year** at the annual salary of $57,404 prorated **at the per diem rate of $239.18/day** (step 1 on the BA salary guide).

E. Homebound Instructor
Motion to approve the employment of Anne Einselen as a Homebound Instructor up to 30 hours at the XCOMP rate of $35.

F. Stipend/XCOMP Hours
Motion to approve Stipend/XCOMP hours for members of the following committee at the XCOMP rate of $35:

- Curriculum Committee up to 2 hrs. each: Janelle Gosline, Lauren Rothstein, Sarah Esarey, Wendy Yeager, Cathy McBride

Mrs. Southwick asked if she should abstain from item C because she knows one of the substitutes personally. Mr. Sciarrillo suggested she abstain if it is a close relationship.

Upon a roll call vote, motion carried:
Items A, D, E, F
Ayes (6): Ms. Bowker, Mr. McMenamin, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: Mrs. Raber

Upon a roll call vote, motion carried:
Item C
Ayes (5): Ms. Bowker, Mr. McMenamin, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: Mrs. Raber, Mrs. Southwick

12. **POLICY**

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

A. Policy Revisions
Motion to approve the first reading of the following revised policies:

- Policy 2422: Health and Physical Education (M)(Revised)
- Policy 2610: Educational Program Evaluation (M) (Revised)
- Policy 4219: Commercial Driver's License Controlled Substance and Alcohol Use Testing (M)(Revised)
- Policy & Regulation 5111: Eligibility of Resident/Nonresident Students (M)(Revised)
- Policy 5337: Service Animals (Revised)
- Policy 5756: Transgender Students (M) (Revised)
- Policy & Regulation 7440: School District Security (M) (Revised)
- Policy 8860: Memorials (Revised)
- Policy 2415.06: Unsafe School Choice Option (M) (Revised)
- Regulation 2460.8: Special Education – Free and Appropriate Public Education (M) (Revised)
- Regulation 5530: Substance Abuse (M) (Revised)
- Policy & Regulation 5600: Student Discipline/Code of Conduct (M) (Revised)
- Policy & Regulation 5611: Removal of Students for Firearms Offenses (M) (Revised)
- Policy & Regulation 5612: Assaults on District Board of Education Members or Employees (M) (Revised)
- Policy & Regulation 5613: Removal of Students for Assaults with Weapons Offenses (M) (Revised)
- Policy & Regulation 8461: Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

Board Members asked if there would be a policy meeting before the 2nd reading, and if a summary of changes could be made available for the public? Mr. Fenimore noted that all policy revisions are mandated except for service animals.

Upon a roll call vote, motion carried:
Ayes (7): Ms. Bowker, Mr. McMenamin, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: 0

13. **BUILDING/GROUNDS/TRANSPORTATION**

Motion by Kristy Raber, second by John McMenamin to approve the following:

A. Use of Facilities
Motion to approve use of facilities as follows, pending receipt of certificate of insurance:

1. LBI PTA, LBI School Gym, March 8, 2019, 4-9 p.m. for Family Dance

2. LBI PTA, EJ and LBI School Gyms, April 10, 2019 for gardening and composting assemblies (EJ a.m. - LBI p.m.)

3. Surf City Police, EJ School, February 18 and March 9, 2019.

Upon a roll call vote, motion carried:
Ayes (7): Ms. Bowker, Mr. McMenamin, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: 0

14. **FINANCE**

Motion by Kristy Raber, second by Marilyn Wasilewski 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 months of December 2018 and January 2019.

   a. Report of the Secretary dated December 31, 2018
   b. Report of the Treasurer dated December 31, 2018
   c. Report of the Secretary dated January 31, 2019
   d. Report of the Treasurer dated January 31, 2019

2. Statement of Cash Balances
Motion to accept the Statement of Cash Balances for the months of December 2018 and January 2019 which are reconciled with the Board Secretary's Reports by fund for that month.

3. Certification
Pursuant to N.J.A.C. 6A:23-2.11 (c) 3, we certify that as of December 2018 and January 2019 after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 (a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

4. SBA Certification
Pursuant to N.J.A.C. 6A:23-2.11 (c) 4, I certify that as of December 2018 and January 2019 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11 (b).

Chris Kelly 3-13-19, 2019
Chris Kelly, School Business Administrator

B. Transfers
Motion to approve budget line item transfers **(January 2019 as amended)** and reports for December 2018 and January 2019.

December 2018 Transfers			
Transfer #1	**Account**	**Debit**	**Credit**
Operations & Maintenance	12-000-260-730-0000	$ 16,734.00	
Building Repairs	11-000-261-420-0000		$ 16,734.00
Transfer #2			
Cont. Srvs. – Upkeep	11-000-262-420-2000	$ 676.00	
Cont. Srvs. – Equipment Repair	11-000-262-420-3000		$ 676.00
Transfer #3			
Tuition	11-000-100-562-0000	$ 1,000.00	
Related Services	11-000-216-320-0000		$ 1,000.00
January 2019 Transfers			
Transfer #1	**Account**	**Debit**	**Credit**
Health Supplies	11-000-213-600-0000	$ 175.00	
General Pupil Supplies	11-190-100-610-1000		$ 175.00
Transfer #2	**Account**	**Debit**	**Credit**
Property Insurance	11-000-262-520-0000	$ 7,512.00	
Building Repairs	11-000-261-420-0000		$ 7,512.00
Health Supplies **(removed $175 duplicate transfer #1)**	11-000-213-600-0000		

C. Bills List
Motion to approve the February 2019 Bills List, totaling $260,951.82

D. Travel and Training
Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
2/13/19	Julie Oldham	School Counselor	McKinney Vento State Compliance Training	Neptune	Mileage
3/4/19 3/12/19 3/18/19 3/25/19	Frank Birney	Principal	School Safety Specialist Basic Training	Hamilton	Mileage
3/30/19	Denise Lake	School Nurse	New Jersey State School Nurses Spring Conference	Princeton	$199 Registration and Mileage
4/5/19	Karen Beetel	Teacher	School Garden Conference	Freehold	$25 Registration and Mileage

Date	Name	Position	Workshop	Location	Cost
3/19/19	Meghan Lee	Assistant to the BA	NJASBO: Purchasing	Mt. Laurel	$100 Registration and Mileage
3/5/19	Sarah Esarey	Teacher	Site Visit – Manchester Elementary	Manchester Township SD	Mileage

E. Field Trips
Motion to approve the following field trips:

Date	Grade	Destination	Teacher in Charge	Trip Objective	Cost
3/1/19	3-6	EJ School	Classroom	Read Across America Event	$149.25
4/18/19	Prek – 2	LBI Grade School	Classroom	PTA program: Surflight Theater production of "School House Rock"	$146.25

Upon a roll call vote, motion carried:
Ayes (7): Ms. Bowker, Mr. McMenamin, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: 0

15. **ANNUAL APPROVALS/CONTRACTS**

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

A. Semi Waiver
Motion to approve submission of a waiver to the County Office of Education for participation in SEMI for the 2019-2020 school year. The waiver is for 40 students or fewer and the current projection of eligible students in the Long Beach Island School District is 16. SEMI is a federal reimbursement program through Medicaid for special education students who receive Medicaid. A waiver will protect against noncompliance for QSAC.

B. Uniform Memorandum of Agreement
Motion to approve the 2018/2019 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

C. Harassment, Intimidation, and Bullying (HIB)
Motion to approve the Harassment, Intimidation, and Bullying report as presented in Executive Session.

D. Student Safety Data System Report Period 1
Motion to approve the Student Safety Data System (SSDS) Report Period 1 as presented in Executive Session.

Upon a roll call vote, motion carried:
Ayes (7): Ms. Bowker, Mr. McMenamin, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: 0

16. **PUBLIC RELATIONS/STRATEGIC PLAN**

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

A. Strategic Plan
Motion to approve the Strategic Planning Contract Agreement between the Long Beach Island Board of Education and New Jersey School Boards Association to coordinate the Strategic Business Plan at a cost not to exceed $6,500.

The Board discussed Strategic Plan options and discussed committee structure and community Involvement.

Upon a roll call vote, motion carried:
Ayes (6): Ms. Bowker, Mr. McMenamin, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays (1): Mrs. Raber
Abstain: 0

17. **UNFINISHED/NEW BUSINESS**

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

A. Asthma Friendly Application
Motion to approve submission of an application by Mrs. Lake and Mrs. Aniski to the Pediatric/Adult Asthma Coalition of New Jersey (PACNJ) for our district to become an "Asthma Friendly" school district. This award was previously received in 2007 by both the EJ and LBI schools.

Upon a roll call vote, motion carried:
Ayes (6): Ms. Bowker, Mr. McMenamin, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: Mrs. Raber

Motion by Bonnie Picaro, second by Eileen Bowker to approve the following:

B. Demographic Study Update
Motion to approve an update to the District's Demographic Study which was completed in August 2016 by Statistical Forecasting LLC, Secaucus, NJ.

Upon a roll call vote, motion carried:
Ayes (7): Ms. Bowker, Mr. McMenamin, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: 0

18. **ANNOUNCEMENTS**

A. Dates to Remember

Tues., 2/19/19	D.A.R.E. for Grade 5T After-School Band for Grade 4 Board of Education Meeting, LBI School, 7 p.m.

Wed., 2/20/19	D.A.R.E. for Grade 5K After-School Band for Grades 5 & 6
Fri., 2/22/19	Washington's Birthday Atlantic Care Assembly for Grades 3-6 – LBI Gym
Mon., 2/25/19	Fun & Fitness Night @ LBI School
Tues., 2/26/19	Early Dismissal – Parent/Teacher Conferences EJ dismisses at 1:00, LBI dismisses at 1:15 EJ Evening Conferences – 6:00-8:00 LBI Afternoon Conferences – 1:30-3:00
Wed., 2/27/19	Early Dismissal – Parent/Teacher Conferences EJ dismisses at 1:00, LBI dismisses at 1:15 EJ Afternoon Conferences – 1:15-3:00 LBI Afternoon Conferences – 1:30-3:00
Thurs., 02/28/19	Early Dismissal – Parent/Teacher Conferences EJ dismisses at 1:00, LBI dismisses at 1:15 EJ Afternoon Conferences – 1:15-3:00 LBI Evening Conferences – 6:00-8:00
Fri., 3/1/19	Read Across America, LBI School, 9:15 – 10:15
Tues., 3/12/19	Board of Education Meeting, LBI School, 7 p.m.

B. Project Child Find
Required annual Project Child Find information is posted on our website for children between the ages of 3-14 who may have an educational, physical, mental, or emotional disability and may be in need special education services. Project CHILD FIND develops and distributes information to the public about early intervention services and special education programs throughout New Jersey.

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

- Victoria Watterworth: 38# flat panel TV
- Ocean County Library (Surf City Branch): Various books

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

- Status of Blue Acres application
- Policy revisions
- Gym floor
- BOE meeting recordings on website
- Transparency
- Long Range Facilities Plan
- Demographic Update
- School bus drivers
- Correspondence from January meeting

20. **Motion by Eileen Bowker, second by John McMenamin to approve the following:**

RESOLUTION: Resolved that the Board of Education will open its next scheduled meeting on March 12, 2019, 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 (7): Ms. Bowker, Mr. McMenamin, Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski, Mrs. Picaro, Mr. Fenimore
Nays: 0
Abstain: 0

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

22. **ADJOURNMENT**

At 7:54 p.m., a motion was made by Kristy Raber, second by Eileen Bowker to adjourn. All in favor.

Respectfully Submitted,

Kathy Sheplin

Kathy Sheplin
Assistant to the Board Secretary