

LONG BEACH ISLAND BOARD OF EDUCATION
BOARD MEETING AGENDA
November 20, 2018
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 AND ADEQUATE NOTICE OF MEETING:** 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 November 20, 2018.

Board President, James Donahower, 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*, *The 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:**
- | | | |
|---------------|---------------|-----------------|
| Mr. Beaty | Mr. McMenamin | Mrs. Wasilewski |
| Mr. Fenimore | Mrs. Picaro | Mrs. Southwick |
| Mrs. Hartmann | Mrs. Raber | Mr. Donahower |

ABSENT: None

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

4. **SPECIAL PRESENTATIONS**

A. Jerry Conaty, Holman Frenia Allison, P.C. presented the 2017/2018 Comprehensive Annual Financial Report and Auditors' Management Report. The following items were reviewed:

1. Waiting on information from the State in order to finalize audit (information when received will not effect audit)
2. Fund balances
3. Capital reserve/maintenance reserve
4. Excess surplus
5. One finding (CAP will be implemented –reconciliation of Board Secretary and Treasurer reports)
6. When audit is finalized, a motion will be presented to the BOE for approval.

Mrs. Hartmann questioned page 195, Scheduling and Findings. Mr. Conaty explained. The Board thanked Mr. Conaty for his presentation.

5. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked Mr. Conaty for the audit presentation, noted that the 2nd marking period has begun, expressed gratitude for BOE, teachers, staff, PTA, administration, parents, and community members. Dr. Kopack reviewed Grade Level Happenings for November and noted that they are posted on the website. He thanked SAIL students for participating in the Kiwanis, "Socktober," event—450 pairs of socks were collected. He also reviewed music programs, STEAM initiatives, and thanked the PTA for cultural arts programs and successful clothing drive.

6. **REPORT OF THE PRINCIPAL:** Mr. Birney reviewed EJ Happenings: Half-day PK—students are making lists and shopping in their grocery store dramatic play area; full-day Prek students are learning about sympathy and cooperation and planted tulip bulbs; Kindergarten students are studying native Americans and pilgrims and making Thank You quilts; 1st grade is studying where people live and holidays around the world; and 2nd grade is studying narrative writing and special thanks to Mayor Oldham and Chief Burnaford for hosting the students on their trip to the Harvey Cedars Municipal Building. Mr. Birney also thanked the PTA for the Book Fair, Officer Megan for the Halloween Safety Program. Upcoming events include the holiday shows and Ship Bottom Christmas Parade.
7. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** Members of the public commented, asked questions on the following topics:
 - Bus disposal
 - Snow removal
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:

October 23, 2018: Regular and Closed Session

Upon a roll call vote, motion carried:

Ayes (7): Mr. Beaty, Mrs. Southwick, Mrs. Wasilewski, Mr. Donahower, Mrs. Hartmann, Mrs. Picaro, Mrs. Raber

Nays: 0

Abstain (2): Mr. McMenamin, Mr. Fenimore

10. **COMMITTEE REPORTS**
 - Negotiations: Marilyn Wasilewski reported that negotiations will be starting soon.
 - Personnel: Bonnie Picaro – no report
 - Policy: William Fenimore – no report
 - Building/Grounds/Transportation: Colette Southwick reported that the committee did not meet, but she has updates as follows: new buses will arrive any day, bus disposal - read a letter from Chris Oldham who is coordinating emergency bus drill, playground equipment will be installed at EJ and LBI soon, phone systems have been updated, piling study estimate—need to discuss.
 - Finance: Kristy Raber reported that the committee met on November 20th and reviewed the Budget Calendar and Audit.
 - Curriculum: Georgene Hartmann reported that the committee will meet on November 28th at 3:30 at the LBI Grade School.
 - Public Relations/Community Roundtable: James Donahower – no report

11. **PERSONNEL**

Motion by Colette Southwick, second by Marilyn Wasilewski to approve the following:

A. 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:

Barbara House-Quigley	Teacher
Denise Pascarella	Teacher/Classroom Aide
Sharon VonGorski	Teacher

Upon a roll call vote, motion carried:

Ayes (9): Mr. Beaty, Mrs. Southwick, Mrs. Wasilewski, Mr. Fenimore, Mr. Donahower,
Mrs. Hartmann, Mrs. Picaro, Mrs. Raber, Mr. McMenamin

Nays: 0

Abstain: 0

12. **BUILDING/GROUNDS/TRANSPORTATION**

Motion by Marilyn Wasilewski, second by Colette Southwick 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, EJ and LBI Schools, 1 classroom in each building for the Holiday Shop, EJ - December 4-7 and LBI - December 11-14, 2018.

Upon a roll call vote, motion carried:

Ayes (9): Mr. Beaty, Mrs. Southwick, Mrs. Wasilewski, Mr. Fenimore, Mr. Donahower,
Mrs. Hartmann, Mrs. Picaro, Mrs. Raber, Mr. McMenamin

Nays: 0

Abstain: 0

13. **FINANCE**

Motion by Colette Southwick, 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 month of September 2018.

- a. Report of the Secretary dated September 30, 2018
- b. Report of the Treasurer dated September 30, 2018

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of September 2018 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 September 2018 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 September 2018 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

November 20, 2018

B. Transfers

Motion to approve budget line item transfers for September 2018

Transfer #1	Account	Debit	Credit
11-000-219-104-0000/7014	CST Salaries	\$ 2,322.72	
11-000-221-102-0000/7018	Super. of Instruc - Salary	\$ 0.06	
11-000-221-105-0000/7757	Curriculum Salary	\$ 1,999.00	
11-000-230-110-0000/7029	Treasurer Salary	\$ 459.92	
11-000-262-100-0001/8077	Facilities Manager	\$ 0.12	
11-000-270-160-0000/7059	Transportation - Reg	\$ 194.06	
11-000-270-161-0000/7060	Transportation - Special	\$ 187.20	
11-105-100-101-0000/7748	Salaries - Pre K	\$ 240.00	
11-110-100-101-0000/7079	Salaries - Kindergarten	\$ 0.60	
11-120-100-101-1000/7080	Salaries - Grades 1-5		\$ 5,403.68
Transfer #2			
11-000-221-105-0000/7757	Curriculum Salary	\$ 2,417.94	
11-000-230-105-0000/7028	Superintendent Office		\$ 918.33
11-120-100-101-1000/7080	Salaries - Grades 1-5		\$ 1,499.61

C. Bills List

Motion to approve the November 2018 Bills List, totaling \$200,798.90

D. Travel and Training

Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
11/29/18	Cathy McBride	Science	Computer Science K-8 Let's Integrate	Galloway	Registration 7 ETC hours each and mileage
	Shelley Smith	Technology			

Board members asked questions Bills List items as follows: air quality testing, heating, Strauss Esmay, paperclips, bus maintenance, lead testing, and OT and PT services. Ms. Kelly responded.

Upon a roll call vote, motion carried:

Ayes (9): Mr. Beaty, Mrs. Southwick, Mrs. Wasilewski, Mr. Fenimore, Mr. Donahower,
Mrs. Hartmann, Mrs. Picaro, Mrs. Raber, Mr. McMenamin

Nays: 0

Abstain: 0

14. **ANNUAL APPROVALS/CONTRACTS**

Motion by Colette Southwick, second by Marilyn Wasilewski to approve the following:

A. Snow Removal

Motion to approve a contract in accordance with the proposal as written with David Ash, Jr., Landscape Contractors, 908A Long Beach Boulevard, Surf City for snow removal services.

B. QSAC (New Jersey Quality Single Accountability Continuum) District Performance Review

Motion to approve submission of the District Performance (DPR) scores to the NJ Department of Education.

Board members asked questions about the snow removal, contract language, and scope of work. Ms. Kelly responded.

Upon a roll call vote, motion failed:

Item A

Ayes (3): Mrs. Southwick, Mrs. Wasilewski, Mr. Donahower

Nays (6): Mr. Beaty, Mr. Fenimore, Mrs. Hartmann, Mrs. Picaro, Mrs. Raber, Mr. McMenamin

Abstain: 0

Upon a roll call vote, motion carried:

Item B

Ayes (8): Mrs. Southwick, Mrs. Wasilewski, Mr. Fenimore, Mr. Donahower, Mrs. Hartmann,
Mrs. Picaro, Mrs. Raber, Mr. McMenamin

Nays(1): Mr. Beaty

Abstain: 0

15. **UNFINISHED/NEW BUSINESS**

Motion by Colette Southwick, second by Marilyn Wasilewski to approve the following:

- A. Disposal of Bus
Motion to approve advertising the sale of bus #3 (2001 Bluebird 54 passenger) on Govdeals.com.
- B. Disposal of Bus
Motion to approve the donation of bus #1 (2003 Bluebird 54 passenger) to a local fire department/first aid squad for use in emergency drill training. This bus cannot be used for transportation.
- C. Grant Application
Motion to approve submission of the following grant application. There will be no financial impact to the Board of Education from this application:
1. 2019 Youth Garden Grant, Karen Beetel, to support school and youth educational garden projects that enhance the quality of life for students and their communities in an amount up to \$1,000.

Mr. Fenimore asked about the estimated value of Bus #1 and if radios will be removed before disposal. Ms. Kelly responded.

Upon a roll call vote, motion carried:

Ayes (9): Mr. Beaty, Mrs. Southwick, Mrs. Wasilewski, Mr. Fenimore, Mr. Donahower,
Mrs. Hartmann, Mrs. Picaro, Mrs. Raber, Mr. McMenamin

Nays: 0

Abstain: 0

16. **ANNOUNCEMENTS**

- A. Dates to Remember
- | | |
|---------------------------------|--|
| Mon., 11/19/18 | Beginning of 2 nd Marking Period
Grade Verifications due 11/19-11/27/18
Picture Retakes – EJ AM, then LBI AM
After-School Band |
| Tues, 11/20/18 | Grade 6G Swim Program at St. Francis

Board of Education Meeting, LBI School, 7 p.m. |
| Wed, 11/21/18 | Early Dismissals – Thanksgiving Recess, EJ School: 1:00/LBI
Grade School: 1:15 |
| Thurs., 11/22/18-Fri., 11/23/18 | SCHOOL CLOSED – Thanksgiving Recess |
| Mon., 11/26/18 | After-School Band |
| Tues., 11/27/18 | 1 st Marking Period Grade Verifications Due
D.A.R.E. for 5T – LBI Media Center
Grade 6G Swim Program at St. Francis |

Wed., 11/28/18

Report Cards issued via portal
D.A.R.E. for 5K – LBI Media Center
Grade 5T Swim Program begins at St. Francis
After-School Band

Thurs., 11/29/18

Grade 4S Swim Program at St. Francis

Tues., 12/18/18

Board of Education Meeting, LBI School, 7 p.m.

17. **PUBLIC COMMENT:** Members of the public commented, asked questions on the following topics:
None

18. **Motion by Colette Southwick, second by William Fenimore to approve the following:**

RESOLUTION: Resolved that the Board of Education will open its next scheduled meeting on December 18, 2018, in Executive Session for matters of Attorney/Client Privilege 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): Mr. Beaty, Mrs. Southwick, Mrs. Wasilewski, Mr. Fenimore, Mr. Donahower,
Mrs. Hartmann, Mrs. Picaro, Mrs. Raber, Mr. McMenamin

Nays: 0

Abstain: 0

19. **Motion by Marilyn Wasilewski, second by Colette Southwick to approve the following:**

EXECUTIVE SESSION #2 (If Needed)

Resolved by the Long Beach Island Board of Education to enter into a closed executive session for the purpose of discussing the matters checked below. Action may or may not be taken upon return to regular session. The matter will be disclosed to the public when the reason for the executive session no longer exists.

(Check as applicable):

- ☐ Matters Involving Personnel
- ☐ Pending or anticipated Contract Negotiations
- ☒ Matters covered by attorney-client privilege
- ☐ Pending or anticipated Litigation
- ☐ Protection of the safety or property of the public
- ☐ Collective Negotiations and/or negotiations of terms/conditions of employees of BOE
- ☐ Matters rendered confidential by state or federal law
- ☐ Matters that would constitute an unwarranted invasion of privacy
- ☐ Possible imposition of a civil penalty or suspension

Upon a roll call vote, motion carried:

Ayes (6): Mr. Beaty, Mr. Fenimore, Mr. Donahower, Mrs. Hartmann, Mrs. Picaro, Mr. McMenamin

Nays (3): Mrs. Raber, Mrs. Southwick, Mrs. Wasilewski

Abstain: 0

At 7:41p.m., the Board returned to Executive Session.

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20. **ADJOURNMENT:** At 7:46 p.m., a motion was made by Marilyn Wasilewski, second by Bonnie Picaro to adjourn. All in favor.

Respectfully Submitted,

A handwritten signature in cursive script that reads "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