

LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
June 20, 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 June 20, 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	Mrs. Wasilewski	Mrs. Southwick
Ms. Hagler		

ABSENT: Mrs. Raber, Mr. Schragger

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

4. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked everyone for a successful end of the school year and reported on the following: end of year field trips, 6th Grade Graduation, and summer programs.
5. **REPORT OF THE PRINCIPAL:** Mr. Birney reported on the following: end of year field trips and activities, Kindergarten Graduation, thanked the PTA and staff members for "Best Day Ever" Field Day, and thanked the school community for their support.
6. **REPORT OF THE PRESIDENT:** Mrs. Southwick thanked everyone for being part of our district.
7. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** None
8. **BOARD CORRESPONDENCE:** Preschool: Mrs. Southwick reported that in response to parent requests, surveys regarding universal preschool were sent out to district parents and advertised in *The Sandpaper* twice. Based on the responses received (39) and in consultation with administration, there is not a need for universal preschool at this time.

9. **APPROVAL OF MINUTES**

Motion by Brielle Hoffacker, 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:

May 16, 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(6): Ms. Conway, Ms. Hagler, Mrs. Linkewich, Mrs. Wasilewski, Mrs. Hoffacker,
Mrs. Southwick

Nays: 0

Abstain(1): Dr. Chung

10. **COMMITTEE REPORTS**

- Building/Grounds/Transportation/Finance: Kelly Linkewich reported that the committee met today and discussed the following: Facilities Manager, GovDeals, increase in substitute rates (bus driver and custodian).
- PTA Liaison: Colleen Conway reported that Bay Day was a huge success and thanked Kelly Linkewich, PTA President, for all that she did for students this year.

11. **PERSONNEL**

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

As per the recommendation of the Superintendent:

A. **Paraprofessional**

Motion to approve the employment of Linda Mohalley as a full-time Paraprofessional for the 2023-2024 school year at the annual salary of \$21,724 (Step 4 on the Paraprofessional Salary Guide).

B. **Educational Facilities Manager Contract**

Motion to approve the revised employment contract of Mark Bish, Educational Facilities Manager, at the annual salary of \$77,500 prorated for the period of July 10, 2023, to June 30, 2024, pending receipt of required paperwork.

C. **Summer Positions**

Motion to approve summer 2023 stipend/XCOMP employment, pending enrollment if applicable as follows (Submission of approved timesheets required.):

- Summer Bus Driver (July 10-August 3) : 4 hours each day at \$21/hr.: Paul Scholey
- Summer Bus Aide (July 10-August 3): 4 hours each day at \$15/hr (amended).: Deb Cifone

D. **Employment of Personnel**

Motion to employ personnel from July 1, 2023 through June 30, 2024, as listed.

Jennifer Hendrickson, Paraprofessional	\$14,980.87
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Upon a roll call vote, motion carried as amended:

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

Nays: 0

Abstain: 0

12. BUILDING/GROUNDS/TRANSPORTATION/FINANCE

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

As per the recommendation of the Superintendent:

A. Financial Reports

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

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

- a. Report of the Secretary dated May 31, 2023
- b. Report of the Treasurer dated May 31, 2023

2. Statement of Cash Balances

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


_____, 8/17, 2023
Meghan Lee, School Business Administrator

B. Transfers

Motion to approve the May 2023 transfer report.

C. Bills List

Motion to approve the June 2023 Bills List, totaling \$494,397.82

D. Travel and Training

Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
7/27/23 7/28/23	Julie Oldham	Counselor	Solution Focused School	Virtual	\$137 registration

E. Use of Facilities

Motion to approve use of facilities as follows, pending receipt of certificate of insurance:

- 1. Southern Regional School District, LBI Grade School Music Room, for Summer Strings, band, and Ukulele Camp, June 26 to July 26, 2023 (Mondays and Wednesdays from 10 a.m. to 1 p.m.)

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: 0

13. ANNUAL APPROVALS/CONTRACTS

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

As per the recommendation of the Superintendent:

A. End-of-the-Year Budget Transfers

Motion to authorize Meghan Lee, School Business Administrator/Board Secretary, to make the transfers necessary to balance the 2022/2023 school budget to be approved at the July 18, 2023, Board meeting.

B. Supplemental Bill List

Motion to authorize Meghan Lee, School Business Administrator/Board Secretary, to prepare a supplemental bill list on June 30, 2023, to pay any outstanding invoices for the 2022/2023 school year to be approved at the July 18, 2023, Board meeting.

C. Reservation of Fund Balance

WHEREAS, N.J.S.A. 18A:21-2, N.J.S.A. 18A:7G-31, and N.J.S.A. 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve account(s) year-end; and

WHEREAS, The aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and,

WHEREAS, the Long Beach Island Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from General Fund into Capital, Emergency, and Maintenance Reserve accounts at year end; and

WHEREAS, the Long Beach Island Board of Education has determined that an amount not to exceed the below mentioned is available for such purpose of transfer:

<u>Account</u>	<u>Reserve Amount</u>
Capital Reserve	\$2,500,000
Maintenance	\$ 300,000
Emergency Reserve	\$ 250,000

NOW, THEREFORE, BE IT RESOLVED by the Long Beach Island Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

D. Procurement of Goods and Services through State Contract

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising; therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and property; and,

WHEREAS, Long Beach Island School District has the need, on a timely basis, to procure goods and services utilizing state contracts; and,

WHEREAS, the Long Beach Island Board of Education desires to authorize its purchasing agent for the fiscal year ending June 30, 2024 to make any and all purchases necessary to meet the needs of the school district throughout the year;

NOW, THEREFORE, BE IT RESOLVED that the Long Beach Island School District Board of Education does hereby authorize the District Purchasing Agent to make purchase of goods and services entered into on behalf of the State by the Division of Purchase and Property.

E. Business Administrator Authorization

Motion that the Board of Education approve the Business Administrator/Board Secretary to approve bids, approve account transfers, pay bills, approve construction change orders and approve travel in accordance with policies 6471 and 3240, Board member Travel Expenses; Staff Travel Expenses and N.J.S.A. 18A:11-12, in between board meetings on an emergency basis with lists of such bids, transfers, payments, construction change orders and travel subject to presentation and ratification at the next business meeting of the board.

F. Authorization to Sign Checks

Motion required to authorize the signing of checks for the fiscal year ending June 30, 2024 as follows:

Required Account Signers for General Account (need 3 out of 5):

- Board President
- Board Secretary
- Treasurer of School Monies
- Superintendent
- Principal

G. Banking Services

RESOLVED, the Long Beach Island Board of Education approves the following as its official depositories:

Ocean First Bank

- General Operating Account
- Capital Reserve Account
- Payroll Salary Account
- Payroll Agency Account
- Unemployment Trust Account
- Cafeteria Account

H. Petty Cash Account

Motion to authorize maintaining the following petty cash account for fiscal year ending June 30, 2024:

Board Office: \$250

I. Qualified Purchasing Agent

RESOLVED, that the Long Beach Island Board of Education appoint Meghan Lee for the period of July 1, 2023 through June 30, 2024 as the Qualified Purchasing Agent subject to bid thresholds permitted by law under N.J.S.A. 18A:2-B.

J. Report of Awarded Contracts

Motion to approve Report of Awarded Contracts. Pursuant to PL 2015, Chapter 47 the Long Beach Island School District intends to renew, award, or permit to expire the attached contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. Et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

K. District Appointments

Motion to approve the following appointments for the 2023-2024 school year:

Name	Position
Peter Kopack	District Safety Coordinator Federal Funds Accountability Officer School Safety Specialist
Frank Birney	Affirmative Action Officer Title I Representative
Julie Oldham	Anti-Bullying Coordinator Homeless & Child Welfare Liaison Intervention and Referral Services (I&RS) 504 Officer Title IX Coordinator
Meghan Lee	Public Records Officer Public Agency Compliance Officer School Funds Investor
Mark Bish	Integrated Pest Management Coordinator Right to Know Officer Chemical Hygiene Officer Indoor Air Quality Designee
Joanne Miller Lynda Scholey	Pupil Record Maintenance

L. State Cooperative Purchasing and Maintenance Agreement (Ed-Data)

Motion to approve participation in the State Cooperative Purchasing Program with Ed-Data for the fiscal year ending June 30, 2024 at a cost not to exceed \$4,000.

M. MOESC

Motion to approve the 2023-2024 Monmouth Ocean Education Services Commission fee schedule.

N. SRI & ETTC

Motion to approve the district's membership fee for SRI (Southern Regional Institute for Professional Development) & ETTC (Educational Technology Training Center) for professional development from July 1, 2023, to June 30, 2024 in the amount of \$717.50.

O. Attendance Officers

Motion to appoint District Attendance Officers and stipends for the fiscal year ending June 30, 2024, as follows:

- Harvey Cedars, Officer Dan Grundtisch, \$100
- Ship Bottom, Officer Ronald Holloway, \$100
- Surf City, Chief John Casella, \$100
- Long Beach Township/Barneget Light, Sergeant, Sean Ferguson \$200

P. Dental Coverage

That upon the recommendation of the Superintendent, the Board of Education approve a one year renewal of the Dental coverage insurance with Horizon for July 1, 2023 - June 30, 2024. The renewal rates represent an increase of 0%.

Category	Monthly Rate
Single	\$ 70.05
Parent/Child	\$131.84
Employee/Spouse	\$131.84
Family (3 or more)	\$210.97

Q. Disability Insurance Companies/Brokers

Motion to approve the following disability insurance companies and related brokers for the fiscal year ending June 30, 2024: AFLAC

R. Appointment of Insurance Agents

That upon the recommendation of the Superintendent, the Board of Education approves the appointment of the following insurance agents for the fiscal year ending June 30, 2024:

Type	Agent
General Insurance Broker of Record	The Van Dyke Agency
Dental and Vision Benefit Plans Broker	Brown & Brown of New Jersey

S. Vision Coverage

That upon the recommendation of the Superintendent, the Board of Education approve a one year renewal of the Vision coverage insurance with NVA for July 1, 2023 - June 30, 2024. The renewal rates represent an increase of 0%.

Category	Monthly Rate
Family	\$8.65

T. Student Insurance

Motion to approve Student Basic Accident and Catastrophic Student Insurance policy for the period July 1, 2023 through June 30, 2024. This policy is through Bob McCloskey Insurance. The premium is \$3,000.00.

- U. Kids' Care Program
Motion to authorize the continuation of the Long Beach Island School District's Kids Care Program for the 2023-2024 school year.
- V. Kids Care
Motion to approve the use of Kids Care services by district employees for district-approved workshops, meetings, etc. at no cost to the employee as long as Kids Care personnel have previously been scheduled.
- W. Bus Evacuation Drills 2022-2023
Be it Resolved, upon the recommendation of the Superintendent, the Board of Education acknowledges the completion of the second of two of the required School Bus Evacuation Drills for the 2022-2023 school year on May 23, 2023. New Jersey Administrative Code 6A:27-11.2 requires two school bus evacuation drills yearly.
- X. Tuition Contract
Motion to approve a tuition contract with The Education Academy for the 2023-2024 school year (210 days) in an amount not to exceed \$61,912.20 (LBI is sending 1 student), and \$138 per day for a 1-1 Aide if necessary (does not include transportation).
- Y. Food Service Agreement
Motion to approve a Shared Services Agreement for the 2023-2024 school year for Food Services with Stafford Township Board of Education in the amount of \$45,000.

Upon a roll call vote, motion carried:

Items A-X

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

Upon a roll call vote, motion carried:

Item Y

Ayes(6): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Linkewich, Mrs. Wasilewski, Mrs. Southwick
Nays(1): Mrs. Hoffacker
Abstain: 0

14. **PROFESSIONAL APPOINTMENTS**

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

As per the recommendation of the Superintendent:

- A. Appointment of Special Counsel - Planning Support & Testimony
Whereas, there exists a need for Special Counsel and,

Whereas, funds are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED, by the Long Beach Island Board of Education that, Creigh Rahenkamp & Associates, LLC, Licensed Legal firm for the state of New Jersey is hereby appointed to conduct legal services from July 1, 2023 through June 30, 2024 related to the disposition of the Long Beach Island Grade School Property. Fee to be determined as needed.

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: 0

15. **EDUCATIONAL**

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

As per the recommendation of the Superintendent:

A. HIB Report

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

B. District Goals 2023-2024

Motion to approve goals for the Long Beach Island School District for the 2023-2024 school year as follows:

1. Improve instruction in all academic areas, including Basic skills, through professional development days, vertical and horizontal articulation, and school-based meetings.

2. EJ School: The EJ School will implement the ELA curriculum

LBI School: Continue to build capacity of all LBI teachers to provide innovative instructional opportunities to students in core content areas as aligned to the New Jersey Student Learning Standards

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: 0

16. **UNFINISHED/NEW BUSINESS**

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

As per the recommendation of the Superintendent:

A. Grant Acceptance

Motion to accept AtlantiCare's Turn Your School Wellness into Wealth Program Grants for the 2022-2023 School Year in the following amounts. These were based on the healthy activities our schools engaged in this school year. The cash prizes are intended to be used to support additional school health and wellness initiatives. There will be no financial impact to the Board of Education from this grant.

- Long Beach Island Grade School - \$300
- Ethel Jacobsen School - \$300

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: 0

17. **ANNOUNCEMENTS**

A. **School Board Election 2023**

The following seats will be available in the fall: Danielle Hagler, Long Beach Township, Stephanie Chung, Ship Bottom, and Kelly Linkewich, Surf City. The deadline for filing petitions is Monday, July 31, 2023, at 4 p.m. at the Office of the County Clerk. The Annual School Election will be held on November 7, 2023.

B. **Dates to Remember**

July 18: Board of Education Meeting, LBI Grade School (Ship Bottom), 6:30 p.m.

Ms. Conway announced that she will be resigning from the Board as she will be moving. Mrs. Southwick explained the process for filling the vacancy.

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

- School Board Candidates
- Legal Update: The Board Attorney gave an update.

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

As per the recommendation of the Superintendent:

Mrs. Southwick announced that the July and August meetings will be held at the Long Beach Island Grade School.

RESOLUTION: Resolved that the Board of Education will open its next scheduled meeting (Executive Session) on July 18, 2023, at 6:00 p.m. in the Media Center of the Long Beach Island Grade School, 201 20th Street, Ship Bottom, NJ 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(7): Dr. Chung, Ms. Conway, Ms. Hagler, Mrs. Linkewich, 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 6:43 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