

LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
March 19, 2024
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 March 19, 2024.

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. Raber | Mrs. Hoffacker |
| Ms. Hagler | Mr. Schragger | Mrs. Southwick |
| Mrs. Linkewich | Mr. Wright | |

ABSENT: Mrs. Wasilewski

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

4. **SPECIAL PRESENTATIONS:**

- A. Eagle Scout Presentation: Warren Ries - Dr. Kopack and Mrs. Southwick introduced former student and Eagle Scout (Troop 26), Warren Ries. Warren gave a presentation on an outdoor classroom he designed for the Ethel Jacobsen School which included outdoor whiteboard and student seating. He explained how the project was developed, and funding through his Go Fund Me page for this project. Warren answered questions from the audience. Dr. Kopack thanked Warren for the presentation and congratulated him on the project.
- B. 2024-2025 Preliminary Budget Presentation: Ms. Lee, School Business Administrator and Dr. Kopack, Superintendent gave a PowerPoint presentation on the Preliminary Budget which included the following topics:
- Review of the previous/current/next year
 - Maintenance Reserve and Capital Reserve
 - Grant Funds
 - Budget Process
 - Revenue Sources

- Budgeted Expenditures
- Programs
- 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. Ms. Hagler asked for an explanation of the tuition slide (out-of-district tuition). Ms. Lee explained. There were no further questions from the Board. Ms. Southwick opened up the meeting to questions to the public. Members of the public asked the following questions about the presentation:

- Will the Budget be available to the public? (It will be posted on the website after the budget hearing in April.)
- Explanation of Capital Reserve. Ms. Lee responded.

5. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked everyone for attending the meeting and reported on the following: garden programs both indoor and outdoor in both schools, thanked the LBI Health Department for presentations to our students for National Nutrition month, Parent/Teacher conferences, thanked the teachers for evening programs (STEAM Nights, Sports Night, Technology TECHSPO event, and Astronomy program in the spring), thanked the teachers for their planning and preparation for this year's Read Across America program, May Professional Development: Science of Reading Workshop, thanked the PTA for the SkyDome assembly, reported that Mr. Colino and Mr. LaMarco are working with the PTA to plan field day "Summer Olympics," reported that Grade Level Happenings are posted on the district website and wished everyone a relaxing spring recess.
6. **REPORT OF THE PRINCIPAL:** Mr. Birney reported on the following: PreK are learning about pets and how to care for them, Kindergarten are working on their morning bins (student-driven activities), 1st grade is working on opinion writing and moving on to poetry, 2nd grade are working on "How To" pieces, thank you to LBI Health Department for nutrition assemblies, thanked the PTA for programs and assemblies: SkyDome, Bookfair, Marine Science Camp, STEAM assembly, reported on Parent/Teacher conferences, parent lunch visitations, thanked Mrs. Ivancich for organizing the Read Across America program and parent volunteers for a successful day—all had a good time, and he reported on the One School One Book initiative.
7. **REPORT OF THE PRESIDENT:** Mrs. Southwick thanked everyone for attending the meeting.
8. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** None
9. **BOARD CORRESPONDENCE:** Curriculum recommendations
10. **APPROVAL OF MINUTES**

Motion by Danielle Hagler, second by Brielle Hoffacker 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 20, 2024:

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(7): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Wright, Mrs. Hoffacker,
Mrs. Southwick
Nays(1): Mr. Schragger
Abstain: 0

11. **COMMITTEE REPORTS**

- Personnel: Danielle Hagler reported that the committee met today and discussed the following: Budget salaries, transportation coordinator
- Building/Grounds/Transportation/Finance: Kelly Linkewich reported that the committee met today and discussed the following: consolidation, EJ addition, bus report, budget
- Curriculum: Stephanie Chung reported that the committee met yesterday and discussed the following: School Activities, PTA, summer curriculum writing, Berkeley Twp. School teachers will visit LBI for workshops on Wonders and Envision, 6th grade articulation with Pt. Borough for a workshop on Mathematics, and upcoming Professional development.
- PTA Liaison: Stephanie Chung reported on the following: 1 mile fun run, next meeting 3/28 at LBI Grade School, Marine Science Camp, Wally's Fundraiser, April fundraiser at Maristella's Luncheonette, Yearbook, website, OnCourse transition to Genesis, and upcoming assemblies.

12. **PERSONNEL**

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

As per the recommendation of the Superintendent:

A. Substitute Personnel

Motion to approve the employment of substitute personnel for the 2023-2024 school year as listed below pending receipt of required paperwork and completion of required substitute orientation:

Christine Smith	Teacher/Paraprofessional
Jennifer Sholl	Nurse
Marianne Jordan	Paraprofessional
Donna Clark	Teacher/Paraprofessional

B. Leave of Absence

Motion to approve an unpaid leave of absence for employee #4274 on April 8, 2024.

Upon a roll call vote, motion carried:

Ayes(8): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Schragger, Mr. Wright,
Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain: 0

13. **POLICY**

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

As per the recommendation of the Superintendent:

A. Policy/Regulation Approval

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

P 1140	Educational Equity Policies/Affirmative Action (M) (Revised)
P 1523	Comprehensive Equity Plan (M) (Revised)
P 1530	Equal Employment Opportunities (M) (Revised)
R 1530	Equal Employment Opportunity Complaint Procedure (M) (Revised)
P 1550	Equal Employment/Anti-Discrimination Practices (M) (Revised)
R 2200	Curriculum Content (M) (Revised)
P 2260	Equity in School and Classroom Practices (M) (Revised)
R 2260	Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
P 2411	Guidance Counseling (M) (Revised)
P 3211	Code of Ethics (Revised)
R 5440	Honoring Student Achievement (Revised)
P 5570	Sportsmanship (Revised)
P 5750	Equitable Educational Opportunity (M) (Revised)
P 5841	Secret Societies (Revised)
P 5842	Equal Access of Student Organizations (Revised)
P & R 7610	Vandalism (Revised)
P 9323	Notification of Juvenile Offender Case Disposition (Revised)
P & R 2423	Bilingual Education (M) (Revised)
P & R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

B. Policy/Regulation Abolishment

Motion to approve the abolishment of the following policy/regulation:

P 5755 Equity in Educational Programs and Services (M) (Abolished)

Upon a roll call vote, motion carried:

Ayes(8): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Schragger, Mr. Wright,
Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain: 0

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

Motion by Daneille Hagler, second by Kristy Raber to approve the following:

As per the recommendation of the Superintendent:

A. Budget 2024-2025

1. ADOPTION OF PRELIMINARY BUDGET 2024-2025

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 2024-2025 School Year using the state aid figures

BE IT FURTHER RESOLVED the School Business Administrator/Board Secretary 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
2024-2025 Total Expenditures	\$15,459,467	\$130,875	\$15,590,342
Less: Anticipated Revenues	\$8,136,731	\$130,875	\$8,267,606
Taxes to be Raised	\$7,322,736		\$7,322,736

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 \$6,000 for all staff and board members.

3. 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 2024-2025 budget in the amount of \$7,000,000. 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

4. 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 2024-2025 budget in the amount of \$100,000. The district intends to utilize these funds for:

Required Building Maintenance

Upon a roll call vote, motion carried:

Item A #1, 2 and 4

Ayes(7): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain(1): Mr. Schragger

Upon a roll call vote, motion carried:

Item A #3

Ayes(6): Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain(2): Mr. Schragger, Dr. Chung

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

As per the recommendation of the Superintendent:

B. Financial Reports

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

Motion to approve financial reports for the month of February 2024.

- a. Report of the Secretary dated February 29, 2024
- b. Report of the Treasurer dated February 29, 2024

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of February 2024 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 2024 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11 (b).


_____, 2024
Meghan Lee, School Business Administrator

C. Transfers

Motion to approve the February 2024 transfer report.

D. Bills List

Motion to approve the March 2024 Bills List, totaling \$245,610.46

E. Travel and Training

Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
4/10/24	LisaAnne Foglia Meghan Lee	Board Office BA	OFAC Fingerprinting and School Bus Safety Training	Westampton	Mileage
4/11/24	Denise Lake Bianca Aniski	Nurse Nurse	Common Cardiac Concerns in School Aged Children	Virtual	\$25 each registration
4/26/24	Mark Bish	Facilities Manager	Maximizing Supply & Labor Savings for Facilities	Kenilworth	Mileage

- F. Field Trip
Motion to approve the following field trips:

Date	Grade	Destination	Teacher in Charge	Trip Objective	Cost
3/21/24	6th	STAC	Rothstein Gosline	Sportsmanship Day	Transportation

Upon a roll call vote, motion carried:

Items B, C, E, F

Ayes(8): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Schragger, Mr. Wright,
Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain: 0

Upon a roll call vote, motion carried:

Item D

Ayes(7): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Wright, Mrs. Hoffacker,
Mrs. Southwick
Nays(1): Mr. Schragger
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. Insurance Coverage: Flood Insurance

Motion to approve the insurance coverage detailed below for the 2024-2025 School Year at the premium shown, though 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	\$ 13,063
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Upon a roll call vote, motion carried:

Ayes(8): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Schragger, Mr. Wright,
Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain: 0

16. **EDUCATIONAL**

Motion by Kristy Raber, second by Brielle Hoffacker 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(7): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Wright, Mrs. Hoffacker,
Mrs. Southwick
Nays(1): Mr. Schragger
Abstain: 0

17. **UNFINISHED/NEW BUSINESS**

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

As per the recommendation of the Superintendent:

- A. Architectural and Engineering Services
Motion to approve Spiegle Architects to provide architectural and engineering services related to the Ethel Jacobsen Elementary School addition as outlined in their February 13, 2024 proposal (attached).

Mr. Schragger asked if there was a cap on the contract price. Ms. Lee responded that it is listed in the agreement. Mrs. Southwick made a note that Mr. Schragger is looking for a cap.

Upon a roll call vote, motion carried:

Ayes(6): Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick
Nays(1): Mr. Schragger
Abstain(1): Dr. Chung

18. **ANNOUNCEMENTS**

- A. Dates to Remember
March: After School Academy continues at EJ and LBI Schools
March: After School Band, Chorus, Strings, Ukulele continues
March 7-26: PTA Marine Science Camps
March 20: PTA Fundraiser - Wally's, Surf City
March 21: 6th Grade to SRMS Sportsmanship Day
March 26: LBI Garden Club Intergenerational Program (4th Grade)
March 28: PTA Meeting, LBI Grade School, 4:30
March 29: Early Dismissal

April 1-5: School Closed - Spring Break
April: After School Academy continues at the LBI School
April 12: 3rd MP Ends
April 19: PTA Vendor Fair
April 24: LBI School Spring Concert, 6 p.m.
April 30: Board of Education Meeting (Public Budget Hearing), EJ School @ 6:30 p.m.

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

- Troop 26 thanked the Board for supporting Warren in his Eagle Scout project.
- Due diligence period for contract on LBI School. Mr. McKeever responded.

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

As per the recommendation of the Superintendent:

RESOLUTION: Resolved that the Board of Education will open its next scheduled meeting (Executive Session) on April 30, 2024, at 6:00 p.m. in the Media Center of the Ethel A. Jacobsen School, 200 South Barnegat Avenue, Surf City, 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(8): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Schragger, Mr. Wright,
Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain: 0

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

22. **ADJOURNMENT**

At 7:08 p.m., a motion was made by Brielle Hoffacker, second by Kristy Raber to adjourn. All in favor.

Respectfully Submitted,


Kathy Sheplin
Assistant to the Board Secretary