

LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
June 18, 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 June 18, 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**
- | | |
|----------------|----------------|
| Ms. Hagler | Mr. Wright |
| Mrs. Linkewich | Mrs. Hoffacker |
| Mr. Schragger | Mrs. Southwick |

ABSENT: Dr. Chung, Mrs. Raber, Mrs. Wasilewski

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

4. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked everyone for attending the meeting and reported on the following: thanked the BOE, teachers, and staff for an outstanding end of the year, thanked the PTA for all events during the 2023-2024 school year and reported that administration met with PTA President, Marci Bleam to plan events for 2024-2025, thanked Ann Coen for 6th grade graduation pictures, and thanked Ms. Maschi and Ms. Daly for a fantastic Year Book.
5. **REPORT OF THE PRINCIPAL:** None
6. **REPORT OF THE PRESIDENT:** Mrs. Southwick thanked everyone for attending the meeting.
7. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** None
8. **BOARD CORRESPONDENCE:** Letter of Intent to Retire - Lisa Boyd, teacher. Mrs. Southwick expressed her gratitude for her service to the children of the LBI School District.
9. **APPROVAL OF MINUTES**

Motion by Brielle Hoffacker, second by Kelly Linkewich 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 28, 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(5): Ms. Hagler, Mrs. Linkewich, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain(1): Mr. Schragger

10. **COMMITTEE REPORTS**

- Building/Grounds/Transportation/Finance: Kelly Linkewich reported that the committee met on May 28th and discussed the following: appointment of professionals, EJ media center window repairs and LBI School temporary shoring inspection and dewatering.
- PTA Liaison: William Wright reported that the PTA met on June 5th and held annual elections.

11. **PERSONNEL**

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

As per the recommendation of the Superintendent:

A. Letter of Intent to Retire

Motion to accept a letter of intent to retire from Lisa Boyd, Special Education Teacher, effective July 1, 2024. Mrs. Boyd has been employed in the district since 2007.

B. Superintendent of Schools/Principal Contract

Motion to approve the employment contract of Peter Kopack, Superintendent of the Long Beach Island School District, beginning July 1, 2024 through June 30, 2027, as approved by the Executive County Superintendent.

C. Principal/Supervisor of Special Education

Motion to approve the employment contract of Francis Birney, Principal/ Supervisor of Special Education, at the annual salary of \$144,505 for the period of July 1, 2024, to June 30, 2025.

D. School Business Administrator Contract

Motion to approve the employment contract of Meghan Lee, School Business Administrator/Board Secretary, at the annual salary of \$126,075 for the period of July 1, 2024, to June 30, 2025, as approved by the Executive County Superintendent.

E. Summer Positions

Motion to approve summer 2024 stipend/XCOMP employment, pending enrollment if applicable as follows (Submission of approved timesheets required.):

- **Curriculum Review:** To review/write curriculum for a total of \$250 per subject/grade level/grade cluster: Lori Daly, Kim Maschi, Lisa Leonard

F. Employment of Personnel

Motion to employ personnel from July 1, 2024 through June 30, 2025, as listed.

Jacqueline Ramilo, Teacher	\$74,144.00
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Upon a roll call vote, motion carried:

Ayes(5): Ms. Hagler, Mrs. Linkewich, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain(1): Mr. Schragger

12. **BUILDING/GROUNDS/TRANSPORTATION/FINANCE**

Motion by Brielle Hoffacker, second by Danielle Hagler 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 2024.

a. Report of the Secretary dated May 31, 2024

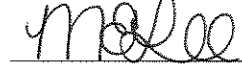
b. Report of the Treasurer dated May 31, 2024

2. Statement of Cash Balances

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



Meghan Lee, School Business Administrator

7/24, 2024

B. Transfers

Motion to approve the May 2024 transfer report.

C. Bills List

Motion to approve the June 2024 Bills List, totaling \$210,357.82

Upon a roll call vote, motion carried:

Items A and B

Ayes(6): Ms. Hagler, Mrs. Linkewich, Mr. Schragger, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain: 0

Upon a roll call vote, motion carried:

Item C

Ayes(5): Ms. Hagler, Mrs. Linkewich, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick

Nays(1): Mr. Schragger

Abstain: 0

13. **ANNUAL APPROVALS/CONTRACTS**

Motion by Brielle Hoffacker, second by Kelly Linkewich 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 2023/2024 school budget to be approved at the July 16, 2024, 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, 2024, to pay any outstanding invoices for the 2023/2024 school year to be approved at the July 16, 2024, 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, 2025 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. Qualified Purchasing Agent

RESOLVED, that the Long Beach Island Board of Education appoint Meghan Lee for the period of July 1, 2024 through June 30, 2025 as the Qualified Purchasing Agent subject to bid thresholds permitted by law under N.J.S.A. 18A:2-B.

F. 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.

G. District Appointments

Motion to approve the following appointments for the 2024-2025 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

- H. 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, 2025 at a cost not to exceed \$4,000.
- I. MOESC
Motion to approve the 2024-2025 Monmouth Ocean Education Services Commission fee schedule.
- J. 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, 2024, to June 30, 2025 in the amount of \$708.75.
- K. Attendance Officers
Motion to appoint District Attendance Officers and stipends for the fiscal year ending June 30, 2025, as follows:
- Harvey Cedars, Officer Dan Grundtisch, \$100
 - Ship Bottom, Officer Ronald Holloway, \$100
 - Surf City, Chief John Casella, \$100
 - Long Beach Township/Barnegat Light, Sergeant, Sean Ferguson \$200
- L. 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, 2024 - June 30, 2025. 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

- M. Disability Insurance Companies/Brokers
Motion to approve the following disability insurance companies and related brokers for the fiscal year ending June 30, 2025: AFLAC
- N. 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, 2025:

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

O. 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, 2024 - June 30, 2025. The renewal rates represent an increase of 0%.

Category	Monthly Rate
Family	\$8.65

P. Kids' Care Program

Motion to authorize the continuation of the Long Beach Island School District's Kids Care Program for the 2024-2025 school year.

Q. 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.

R. Tuition Contract

Motion to approve a tuition contract with The Education Academy for the 2024-2025 school year (210 days) in an amount not to exceed \$65,541.00 (LBI is sending 1 student), and \$138 per day for a 1-1 Aide if necessary (does not include transportation).

S. Cooperative Pricing Agreements

Motion to approve cooperative pricing agreements with the following educational services commissions as follows:

- Hunterdon County Educational Services Commission for the 2024-2025 school year for goods and services. There is no fee to join the HCESC.
- Educational Services Commission of New Jersey for the 2024-2025 school year for goods and services. There is no fee to join ESCNJ.
- Monmouth Ocean Educational Services Commission for the 2024-2025 school year for transportation and special services.

Upon a roll call vote, motion carried:

Ayes(5): Ms. Hagler, Mrs. Linkewich, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain(1): Mr. Schragger

14. **EDUCATIONAL**

Motion by Brielle Hoffacker, second by Kelly Linkewich 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 2024-2025

Motion to approve goals for the Long Beach Island School District for the 2024-2025 school year as follows:

1. Continue to improve instruction in all academic areas, including Basic skills, through professional development days, vertical and horizontal articulation, and school-based meetings.
2. The EJ and LBI Grade School will continue to implement Response to Intervention Strategies

Upon a roll call vote, motion carried:

Item A

Ayes(5): Ms. Hagler, Mrs. Linkewich, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick
Nays(1): Mr. Schragger
Abstain: 0

Upon a roll call vote, motion carried:

Item B

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

15. **ANNOUNCEMENTS**

A. School Board Election 2024

The following seats will be available in the fall: Colette Southwick, Long Beach Township, Kristy Raber, Surf City, and William Wright, Long Beach Township. The deadline for filing petitions is Monday, July 29, 2024, at 4 p.m. at the Office of the County Clerk. The Annual School Election will be held on November 5, 2024.

B. Dates to Remember

July 16: Board of Education Meeting, EJ School, 6:30 p.m.

16. **PUBLIC COMMENT:** None

17. **Motion by Frederic Schragger, second by Danielle Hagler 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 July 16, 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(6): Ms. Hagler, Mrs. Linkewich, Mr. Schragger, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain: 0

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

19. **ADJOURNMENT**

At 6:35 p.m., a motion was made by Brielle Hoffacker, second by Kelly Linkewich 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