

LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
November 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 November 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 (left @ 6:52 pm) | 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 representative from Holman Frenia Allison, P.C. will present the 2023/2024 Comprehensive Annual Financial Report and Auditors' Management Report. There were no findings or recommendations, therefore, there was no need for a presentation. The 2023-2024 Comprehensive Annual Financial Report will be accepted at the December meeting.
5. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked everyone for attending the meeting and reported on the following: start of 2nd MP, Veterans Day program and wished everyone a Happy Thanksgiving.
6. **REPORT OF THE PRINCIPAL:** Mr. Birney reported on the following: PreK are learning about space and astronauts, Kindergarten are learning about native americans, pilgrims and the first Thanksgiving, 1st grade disguised turkeys and wrote stories about their turkey, 2nd grade are learning about government and importance of the Bill of Rights and the Constitution and were invited to tour the Ship Bottom Borough Hall. He thanked the PTA for all they do—Challenge Island Assembly and Book Fair, and reported that Parent/Teacher Conferences and lunch visits were well attended, Ship bottom Christmas Parade December 7th and EJ Holiday Show is December 11th.
7. **REPORT OF THE PRESIDENT:** Mrs. Southwick thanked everyone for attending the meeting and thanked staff and parents for all they do for our children.

8. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** None
9. **BOARD CORRESPONDENCE:** Letter of Intent to Retire
10. **APPROVAL OF MINUTES**

Motion by Kelly Linkewich, 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:

October 15, 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: 0

Abstain(1): Mr. Schragger

11. **COMMITTEE REPORTS**

- Building/Grounds/Transportation/Finance: Kelly Linkewich reported that the committee met today and discussed the following: Audit and Capital Reserve Balance, GovDeals, snow removal quote, and asbestos abatement bid, and business office space rental.
- PTA Liaison: Stephanie Chung reported on the following: Scojos fundraiser, Book Fair, Raffle Ticket–drawings are underway, Holiday Shop, Winter Teacher Appreciation Holiday Event, and Spirit Wear is on sale.

12. **PERSONNEL**

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

As per the recommendation of the Superintendent:

A. Stipend Positions

Motion to approve stipend/XCOMP positions for the 2024/2025 school year with approved timesheets:

- **After-School Academy (EJ):** 2 Teachers, up to 12 days, 1 hour/day @ \$50/hour: Jackie Ramilo
- **After-School Academy (After School Homework LBI):** 3 Teachers, up to 12 days, 1 hour/day @ \$50/hour: Cathy McBride
- **EJ Family Curriculum Nights :** 3 teachers, 2 hours each @ \$50/hour: Jackie Ramilo

B. Substitute Personnel

Motion to approve the employment of substitute personnel for the 2024-2025 school year as listed below pending receipt of required paperwork and completion of required substitute orientation:

Charlie Purks	Teacher
Linda Czarzasty	Classroom Aide
Kelly Maughmer	Teacher
Debra Mancini	Classroom Aide
Jeanne Priscoe	Teacher
Sharon Davis	Teacher
Gianna Maschi	Teacher
Roseann Wamsley	Classroom Aide/Secretary
Aniela Fagans	Teacher

C. Fieldwork Request

Motion to approve an Elementary Education Full-Time Student Teaching/Final Clinical Practice Placement Request for Sophia Dalia, Stockton University student, with Janelle Gosline, 6th Grade Teacher from January 2, 2025 through May 9, 2025.

D. Letter of Intent to Retire

Motion to accept a letter of intent to retire from Kathy Sheplin, Superintendent's Secretary, effective March 1, 2025. Mrs. Sheplin has been employed in the district since 1994.

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

Motion by Brielle Hoffacker, second by Kristy Raber 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 October 2024.

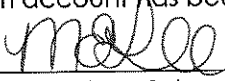
- Report of the Secretary dated October 31, 2024
- Report of the Treasurer dated October 31, 2024

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of October 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 October 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

12/11, 2024

B. Transfers

Motion to approve the October 2024 transfer report.

C. Bills List

Motion to approve the November 2024 Bills List, totaling \$340,187.22

D. Travel and Training

Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
12/6/24	Mark Bish	Facilities Manager	Integrated Pest Management (IPM)	Waretown	Free
12/20/24	Mark Bish	Facilities Manager	Indoor Air Quality (IAQ) Training	Waretown	Free
1/23/25, 3/27/25, 5/22/25	Mark Bish	Facilities Manager	NJ Assoc. of Designated Persons	Colts Neck	

E. Field Trip

Motion to approve the following field trips:

Date	Grade	Destination	Teacher in Charge	Cost
12/19/24	Kindergarten	Ship Bottom Firehouse	Leonard Tilton	\$258.95
6/4/25	First Grade	Fernbrook Farms	Esarey Kraus	\$589.38
5/30/25 (6/6/25)	Third - Sixth Grade	EJ School - Field Day	3-6 Teachers	Transportation
5/20/25 (5/21/25)	Second Grade	Cape May Zoo	Ferrer Holloway	\$215.03

F. Use of Facilities

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

- Stafford Soccer Club, LBI Grade School Gym (alternate location, EJ Gym), for soccer practice Wednesdays and Fridays from November 22, 2024 through March 28, 2025.
- Stafford Rebels Basketball, LBI Grade School Gym, Tuesdays & Thursdays November 19, 2024 - March 2025.

Upon a roll call vote, motion carried:

Items A, B, D, 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 C

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

14. ANNUAL APPROVALS/CONTRACTS

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

As per the recommendation of the Superintendent:

- A. School Safety and Security Plan
Motion to approve the Long Beach Island School District 2024-2025 Safety and Security Plan as presented.

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

15. EDUCATIONAL

Motion by Kristy Raber, 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. No incidents.
- B. Student Safety Data System Report Period 2
Motion to approve the Student Safety Data System (SSDS) 2023-2024 Report Period 2 as presented in Executive Session.
- One HIB Confirmed
One Other Incident Leading to Removal
No Trainings
- C. 2024-2025 School Calendar Revision
Motion to approve a revision to the 2024-2025 school calendar changing Friday, December 20, 2024 to an early dismissal day.

Upon a roll call vote, motion carried:

Item A

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

Upon a roll call vote, motion carried:

Item B and C

Ayes(8): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Schragger, Mr. Wright,
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. Board of Education Goals 2024-2025

Motion to approve goals for the Long Beach Island Board of Education for the 2024-2025 school year as follows:

1. Articulation with similar districts, and Southern Regional Middle and High Schools to develop and implement programs for fifth and sixth grade students before entering the middle school. Administration and staff will seek to integrate ways in which technologies and social media are proactively used to promote student achievement and positive social interactions. Encourage staff to incorporate collaborative learning activities that promote teamwork and communication skills among students, preparing them for future group-oriented tasks in and out of school. Articulation will benefit the nearby school communities at large and to ensure families work towards a common goal of positive social interactions and smooth transition to middle and high school.
2. Facilitate the consolidation of staff and students into one building. Develop and modify a schedule and system to introduce co-teaching and student-centered learning environment opportunities for 2024-2025 school year. Professional development opportunities for staff will include: Genesis and Frontline training, CPI training, executive functioning, Science of Reading, Centers-Based Learning, and classroom management. This initiative aims to enhance student engagement, and equip students with essential 21st-century skills to succeed in and out of school during the addition to the Ethel A. Jacobsen School.
3. The Board will maintain a culture of professionalism, mutual respect, and communications while focusing on the best interests of students through a continued involvement in professional development and establishing agreed upon norms and policies around expected board conduct.

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

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

B. Asbestos Abatement and Disposal

Motion to approve a contract with Bristol Environmental, Inc. in the amount of \$13,600 for asbestos abatement at the Ethel Jacobsen School.

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. **ANNOUNCEMENTS**

A. Dates to Remember

November 20: American Education Week Visitations at LBI Grade School
November 21: American Education Week Visitations at EJ School
Parent Information Night, EJ School, 6 p.m.
November 26: Chefs in the Classroom Grades 3 & 4
November 27: Early Dismissal
November 28 & 29: School Closed Thanksgiving
November 30: Ship Bottom Tree Lighting, 5-7 p.m.
December 7: Ship Bottom Christmas Parade
December 9-12: PTA Holiday Market @ EJ and LBI Schools
December 10: Board of Education Meeting, EJ School, Surf City @ 6:30 p.m.

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

- Class Size
- Transition Plan
- Parent Information Night
- Legal Fees associated with sale of school
- Purchase bids
- Project funding
- 6th Grade specials
- Contingency plans
- EJ School elevation and proposed addition elevation
- Project permits

19. **Motion by Kelly Linkewich, 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 December 10, 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(7): Dr. Chung, Ms. Hagler, Mrs. Linkewich, Mrs. Raber, Mr. Wright, 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 7:41 p.m., a motion was made by Kelly Linkewich, second by Danielle Hagler to adjourn. All in favor.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kathy Sheplin".

Kathy Sheplin
Assistant to the Board Secretary