

Long Beach Island Board of Education  
Regular Meeting Minutes  
July 22, 2025  
Ethel A. Jacobsen Elementary School Media Center

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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 July 22, 2025.

Board President, Mrs. 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*, 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      | Dr. Oros      |                |
| Ms. Hagler     | Mrs. Raber    | Mrs. Hoffacker |
| Mrs. Linkewich | Mr. Schragger | Mrs. Southwick |

**ABSENT** Mr. Wright

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

4. **REPORT OF THE SUPERINTENDENT:** Dr. Kopack thanked everyone for attending the meeting and reported on the following: the move to the Ethel Jacobsen Elementary School.
5. **REPORT OF THE PRINCIPAL** – Mr. Birney gave a brief wellness update.
6. **REPORT OF THE PRESIDENT** – Mrs. Southwick gave a quick update regarding the consolidation.
7. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** None
8. **BOARD CORRESPONDENCE:** None
9. **APPROVAL OF MINUTES**

Motion: Mrs. Hoffacker  
Second: Mrs. Raber

to approve the following as per the recommendation of the Superintendent:

RESOLVED, THAT THE BOARD OF EDUCATION APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

June 17, 2025: 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: Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mrs. Hoffacker, Mrs. Southwick  
Nays: Mr. Schragger  
Abstain: Dr. Chung

10. **COMMITTEE REPORTS**

- Negotiations: Colette Southwick reported that the committee has not met.
- Building/Grounds/Transportation/Finance: Kelly Linkewich reported that the committee met today and discussed the following: Sale of the LBI Grade School, Underground Storage Tank Removal, construction update, construction change order, School SRO Officer, and Board office rental locations.

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

Motion: Mrs. Hoffacker  
Second: Mrs. Linkewich

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 June 2025.

- a. Report of the Secretary dated June 30, 2025
- b. Report of the Treasurer dated May 31, 2025
- c. Report of the Treasurer dated June 30, 2025

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of June 2025 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 June 2025 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

August 27, 2025

B. Transfers

Motion to approve the June 2025 transfer report.

C. Bills List

1. Motion to approve the supplemental bills list for June 30, 2025 totaling \$446,149.52
2. Motion to approve the July 2025 Bills List, totaling \$383,190.49

D. Bid Threshold Increase

WHEREAS, Meghan Lee, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$44,000 to **\$53,000**, effective July 1, 2025;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of **\$53,000** for the school district, and further authorizes the School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

E. Travel and Training

Motion to approve the following travel/training expenses.

| Date                | Name      | Position              | Workshop                   | Location | Cost    |
|---------------------|-----------|-----------------------|----------------------------|----------|---------|
| 9/24/25<br>10/29/25 | Mark Bish | Facilities<br>Manager | NJSBGA Chapter<br>Meetings | TBD      | Mileage |

|                                                                             |              |                |                                                                 |                                                                                                             |              |
|-----------------------------------------------------------------------------|--------------|----------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------|
| 11/19/25<br>12/17/25<br>1/28/26<br>2/25/26<br>4/29/26<br>5/27/26<br>6/24/26 |              |                |                                                                 |                                                                                                             |              |
| 8/11/25<br>8/12/25<br>8/13/25<br>8/14/25<br>8/15/25                         | Frank Birney | Principal      | School Safety Specialist Academy                                | Brick Township School District Professional Development Center<br>101 Hendrickson Avenue<br>Brick, NJ 08724 | Mileage      |
| 7/22/25                                                                     | Frank Birney | Principal      | Structuring Your I&RS Team for a Great Year                     | Online                                                                                                      | 4 ETTC Hours |
| 7/23/25                                                                     | Frank Birney | Principal      | HIB Including Social Media & Student and First Amendment Rights | Online                                                                                                      | 7 ETTC Hours |
| 8/19/25                                                                     | Peter Kopack | Superintendent | McKinney-Vento Training                                         | Online                                                                                                      | None         |
| 11/12/25                                                                    | Peter Kopack | Superintendent | What Schools Need to Know About 504 Plans to Ensure Compliance  | Online                                                                                                      | 4 ETTC Hours |

**Upon a roll call vote, motion carried:**

Ayes: Dr. Chung, Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mrs. Hoffacker, Mrs. Southwick

Nays: Mr. Schragger, Item C

Abstain: None

13. **ANNUAL APPROVALS/CONTRACTS**

Motion: Mrs. Hoffacker

Second: Ms. Hagler

to approve the following as per the recommendation of the Superintendent:

- A. Standard Operating Procedure Manual  
Motion to approve the 2025-2026 Standard Operating Procedure Manual as presented.
- B. Shared Service Agreement - Media Specialist  
Resolved that the Long Beach Island Board of Education enter into a shared services agreement with Southern Regional School District for the provision of Media Specialist services for the Long Beach Island School District from July 1, 2025 through June 30, 2026 at a rate of \$50.79 per week. This agreement provides a Media Specialist and other associated services.
- C. Insurance Coverages: Worker's Comp, Property, General Liability, Automobile, Bond  
Motion to approve renewal of insurance coverages detailed below for the 2025-2026 School Year at the premiums shown, through the subject to adjustment for updated appraisal values and changes in vehicle counts or enrollments; and, that payments be made when bills are received based upon the terms, conditions, and endorsements or the policies, as shown:

|                                                          |           |
|----------------------------------------------------------|-----------|
| Workers Comp                                             | \$64,798  |
| Supplemental Workers Comp                                | \$2,261   |
| Property Package (Property, Liability, Auto, EIL, Crime) | \$94,089  |
| Excess Liability (included in above)                     |           |
| School Leaders Professional Liability                    | \$14,044  |
| Employee Bond Renewal                                    | \$1,040   |
| Total Insurance                                          | \$176,232 |

- D. Student Insurance  
Motion to approve Student Basic Accident and Catastrophic Student Insurance policy for the period July 1, 2025 through June 30, 2026 for a premium of \$3,000. This policy is through Bob McCloskey Insurance.
- E. Virtual/Remote Plan 2025-2026  
Motion to approve the Virtual/Remote Instruction Plan for the 2025-2026 school year for submission to the Executive County Superintendent as presented.

**Upon a roll call vote, motion carried:**

Ayes: Dr. Chung, Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mrs. Hoffacker, Mrs. Southwick  
Nays: Mr. Schragger

Abstain: None

13. **EDUCATIONAL**

Motion: Mrs. Hoffacker

Second: Ms. Hagler

to approve the following as per the recommendation of the Superintendent:

A. Preschool Tuition

Motion to establish Preschool tuition rates for the 2025-2026 school year as follows:

Half-Day PreK: \$3,000 (Transportation may be provided for the morning run only.)

**Upon a roll call vote, motion carried:**

Ayes: Dr. Chung, Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mr. Schragger, Mrs. Hoffacker, Mrs. Southwick

Nays: None

Abstain: None

14. **UNFINISHED/NEW BUSINESS**

Motion: Mrs. Raber

Second: Mrs. Hoffacker

to approve the following as per the recommendation of the Superintendent:

A. Santorini Construction Change Order

Motion to approve a change order with Santorini Construction for additional caulking at the Ethel Jacobsen Elementary School. The total of \$10,975.80 is to be deducted from the \$40,000 allowance, leaving an allowance balance of \$29,024.20.

**Upon a roll call vote, motion carried:**

Ayes: Dr. Chung, Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mrs. Hoffacker, Mrs. Southwick

Nays: Mr. Schragger

Abstain: None

Board Attorney, Dennis McKeever, gave an update regarding the sale of the LBI Grade School.

A motion was made by Mrs. Southwick and seconded by Mrs. Hoffacker to enter into Executive Session for matters concerning attorney-client privilege. The Board re-entered into Public Session at 6:58 PM.

15. **ANNOUNCEMENTS**

July 22, 2025

A. Dates to Remember

August 19: Board of Education Meeting, EJ School, 6:30 p.m.

16. **PUBLIC COMMENT:** Members of the public commented, asked questions on the following topics:
- Excess funds from the budget
  - Gates open to the public
17. **RESOLUTION:** Resolved that the Board of Education will open its next scheduled meeting (Executive Session) on August 19, 2025, 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.

Motion: Mrs. Hoffacker

Second: Mrs. Raber

**Upon a roll call vote, motion carried:**

Ayes: Dr. Chung, Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mr. Schragger, Mrs. Hoffacker, Mrs. Southwick

Nays: None

Abstain: None

18. **ADJOURNMENT:** At 7:03 PM a motion was made by Mrs. Hoffacker and second by Mrs. Raber to adjourn. All in favor.

Respectfully Submitted,



Meghan Lee

Business Administrator/Board Secretary