

LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
June 17, 2025
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 17, 2025.

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*, 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:** Led by Alice Haggart

3. **ROLL CALL**
- | | | |
|----------------|---------------|----------------|
| Ms. Hagler | Dr. Oros | Mrs. Hoffacker |
| Mrs. Linkewich | Mrs. Raber | Mrs. Southwick |
| | Mr. Schragger | |

ABSENT: Dr. Chung, 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: Long Beach Island School District again designated as a High Performing School District, Kindergarten and 6th Grade Graduation Ceremonies and Awards Assembly—Thank you to parents/staff/students for their help with these programs, Congratulations to retirees, Mrs. Benjamin, Mrs. Oldham, and Mrs. Tilton, Parent Information session June 2nd, Field Day—thank you to Mr. Colino, Mr. LaMarco and the PTA for the pizza lunch, thank you to the local police departments for the police escort for student winners from the PTA Auction, LBI Bike Rodeo and EJ Bike Parade, June 30th from 5-7 p.m. members of the public are invited to walk through the LBI Grade School for one last time.
5. **REPORT OF THE PRINCIPAL:** Mr. Birney reported on the following: All school trip to Johnson's Farm, Kindergarten trip to Storybook Land, 1st grade trip to Fernbrook Farms, Bike Parade, Books vs Badges kick ball game and St. Francis donations, Parent Information night, Kindergarten Graduation - Thank you to Mrs. Leonard and Mrs. Ramilo, thank you to all staff and custodians for working hard toward consolidation, and congratulation to retirees Mrs. Sheplin, Mrs. Benjamin, Mrs. Oldham and Mrs. Tilton.

6. **REPORT OF THE PRESIDENT:** Mrs. Southwick thanked all staff, students, parents, administration and community for their support. Mrs. Southwick recognized retirees, Mrs. Oldham, Mrs. Tilton, Mrs. Benjamin, and Mrs. Sheplin. She reported on special events: Kindergarten and Sixth Grade Graduation, and reported on the end of year and last day of LBI School recognition ceremony, and noted that she is looking forward to the transition ahead.
7. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** None
8. **BOARD CORRESPONDENCE:** Three letters of intent to retire.
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 20, 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(5): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain(2): Mrs. Raber, Mr. Schragger

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 School, EJ addition update, and parking lot project proposal.
- PTA Liaison: Danielle Hagler reported that the PTA is working to consolidate materials from LBI to EJ and planning for next year.

11. **PERSONNEL**

Motion by Brielle Hagler, second by Danielle Hagler 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 Julie Oldham, School Counselor, effective July 1, 2025. Mrs. Oldham has been employed in the district since 1996.

Upon a roll call vote, motion carried:

Ayes(7): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mr. Schragger, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain: 0

Addendum Items:

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

- B. Letter of Intent to Retire
Motion to accept a letter of intent to retire from Lisa Benjamin, Art Teacher, effective July 1, 2025. Mrs. Benjamin has been employed in the district since 1990.
- C. Letter of Intent to Retire
Motion to accept a letter of intent to retire from Robin Tilton, Kindergarten Teacher, effective July 1, 2025. Mrs. Tilton has been employed in the district since 2009.

Board members congratulated the retirees.

Upon a roll call vote, motion carried:

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

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

Motion by Brielle Hoffacker, second by Kelly 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 May 2025.
 - a. Report of the Secretary dated May 31, 2025
 2. Statement of Cash Balances
Motion to accept the Statement of Cash Balances for the month of May 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 May 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

_____, July 23, 2025
- B. Transfers
Motion to approve the May 2025 transfer report.
- C. Bills List
Motion to approve the June 2025 Bills List, totaling \$484,793.79

Upon a roll call vote, motion carried:

Ayes(6): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain(1): Mr. Schragger

13. **ANNUAL APPROVALS/CONTRACTS**

Motion by Brielle Hoffacker, second by Kristy Raber 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 2024/2025 school budget to be approved at the July 22, 2025, 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, 2025 to pay any outstanding invoices for the 2024/2025 school year to be approved at the July 22, 2025, 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, 2025 through June 30, 2026 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 2025-2026 school year:

Name	Position
Peter Kopack	District Safety Coordinator Federal Funds Accountability Officer School Safety Specialist
Frank Birney	Affirmative Action Officer Title I Representative
TBD	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, 2026 at a cost not to exceed \$4,000.

I. MOESC

Motion to approve the 2025-2026 Monmouth Ocean Education Services Commission fee schedule.

J. SRI & ETC

Motion to approve the district's membership fee for SRI (Southern Regional Institute for Professional Development) & ETC (Educational Technology Training Center) for professional development from July 1, 2025, to June 30, 2026 in the amount of \$656.25.

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/Barneget Light, Sargeant, 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, 2025 - June 30, 2026. 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, 2026: 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, 2026:

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, 2025 - June 30, 2026. 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 2025-2026 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 2025-2026 school year (210 days) in an amount not to exceed \$61,454.40 (LBI is sending 1 student), and \$145 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 2025-2026 school year for goods and services. There is no fee to join the HCESC.
 - Educational Services Commission of New Jersey for the 2025-2026 school year for goods and services. There is no fee to join ESCNJ.
 - Monmouth Ocean Educational Services Commission for the 2025-2026 school year for transportation and special services.
- T. Annual Contract Approvals
Motion to approve annual support and maintenance agreements beginning July 1, 2025 to June 30, 2026, as follows:
1. Bayada School Nursing Services
 2. Bilmark Maintenance Agreement
- U. Special Education Services
Motion to approve the following Special Education Services for the 2025-2026 school year:
- Learning Disabilities Teacher-Consultant (LDT-C), Valerie Cericola (V&C Educational Consultants, LLC), \$455/day, not to exceed \$18,000.00
 - Brett DiNovi & Associates, Behavioral Therapist, \$135 per hour
 - Occupational Therapist (OT), Wendy Warner, \$84 per hour
 - School Psychologist, Theresa Strunk, \$455 per day, not to exceed \$18,000
 - School Social Worker, SKF Social Work Services, LLC, \$470 per day
 - Physical Therapist, Shared Service with Little Egg Harbor, Michelle Fontana \$90.00 per hour

V. Child Study Team Consultant List

Motion to approve child study team consultants for the 2025-2026 school year as presented.

Upon a roll call vote, motion carried:

Ayes(6): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain(1): Mr. Schragger

14. **EDUCATIONAL**

Motion by Brielle Hoffacker, second by Kristy Raber 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. No incidents reported.

Upon a roll call vote, motion carried:

Ayes(6): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mrs. Hoffacker, Mrs. Southwick

Nays(1): Mr. Schragger

Abstain: 0

15. **(Addendum Items) UNFINISHED/NEW BUSINESS**

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

As per the recommendation of the Superintendent:

A. EJ Outdoor Classroom

Motion to approve the Eagle Scout Project for an outdoor classroom at the Ethel Jacobsen School.

Upon a roll call vote, motion carried:

Ayes(7): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mr. Schragger, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain: 0

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

B. Maintenance Reserve

Motion to approve the budgeted withdrawal of \$100,000.00 from the maintenance reserve fund.

Upon a roll call vote, motion carried:

Ayes(6): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain(1): Mr. Schragger

16. **ANNOUNCEMENTS**

A. School Board Election 2025

The following seats will be available in the fall: Brielle Hoffacker, Long Beach Township, Lee-Anne Oros, Barnegat Light, and Frederic Schragger, Harvey Cedars. The deadline for filing petitions is Monday, July 28, 2025, at 4 p.m. at the Office of the County Clerk. The Annual School Election will be held on November 4, 2025.

B. Dates to Remember

July 14-18: Red Bulls Summer Camp at EJ

July 22: Board of Education Meeting, EJ School, 6:30 p.m.

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

- Retiree replacements

18. **Motion by Brielle Hoffacker, second by Kelly Linkewich 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 22, 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.

Upon a roll call vote, motion carried:

Ayes(7): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mrs. Raber, Mr. Schragger, Mrs. Hoffacker, Mrs. Southwick

Nays: 0

Abstain: 0

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

20. **ADJOURNMENT**

At 6:46 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