

LONG BEACH ISLAND BOARD OF EDUCATION
Long Beach Island, New Jersey
REGULAR MEETING
May 20, 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 May 20, 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**

3. **ROLL CALL**

Ms. Hagler	Dr. Oros	Mrs. Hoffacker
Mrs. Linkewich	Mr. Wright	Mrs. Southwick

ABSENT: Dr. Chung, Mrs. Raber, Mr. Schragger

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: Teacher Appreciation - thank you to teachers and staff and thank you to the PTA for all the gifts during the week, Field Day is May 30th, Books vs. Badges, June 6th @ 4 p.m., Parent Information Night, June 2nd 6-7 p.m. at the EJ School, Kindergarten Graduation and 6th Grade Graduation on June 12th and he is working on a commemoration event of LBI Grade School - June 16th 2-4 p.m. for former students and public. If you have a suggestion, please contact him.
5. **REPORT OF THE PRINCIPAL:** Mr. Birney reported on the following: Great Outdoors Spring Play was well attended-thank you Mr. Cotov, Mrs. Benjamin and teachers and staff for all of their help, Prek have a construction play center and are watching butterflies hatch for their cocoons and are looking forward to releasing them, Kindergarten are working on sight words and preparing for graduation, 1st grade are working on ABC countdown-today was H "Hat Day," 2nd grade are starting a novel study, "Charlie and the Chocolate Factory," spring planting and harvesting is happening in the EJ Garden, contact your classroom teacher if you would like to be a garden volunteer over the summer, thank you to PTA for Teacher Appreciation week, PTA winners of principals and teacher for the day, Field Day, Kindergarten Graduation, Bike Parade, and Books vs Badges.
6. **REPORT OF THE PRESIDENT:** Mrs. Southwick thanked everyone for attending the meeting. Mrs. Southwick reported that she attended the District Faculty Meeting where transition planning was discussed.

7. **PUBLIC COMMENT – AGENDA ITEMS ONLY:** Members of the public commented, asked questions on the following topics:

- Thank you to Mrs. Benjamin and district for promoting Family Chalk Art Day

8. **BOARD CORRESPONDENCE**

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:

April 29, 2025: Regular/Public Budget Hearing 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(6): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mr. Wright, Mrs. Hoffacker, Mrs. Southwick
Nays: 0
Abstain: 0

10. **COMMITTEE REPORTS**

- Negotiations: Colette Southwick reported that the committee has not met but conversations have begun.
- Building/Grounds/Transportation/Finance: Kelly Linkewich reported that the committee met today and discussed the following: Food service agreement, architect meeting on June 2nd, and parking lot addition
- Curriculum: Colette Southwick reported that the committee met on April 30th and discussed the following: Social Studies and Science pilot programs, IXL, OnCourse transition to Genesis, professional development 25-26, homework and reading initiatives, little library at EJ School, SAIL Program, transition planning, summer programs, summer materials, upcoming events and field trips.
- PTA Liaison: Danielle Hagler reported on the following: Clothing drive thank you to all who donated and volunteered, Staff Appreciation thank you to Jill Wright and Sheila MacLennan, thank you to Toby Sweeney, Terrace Tavern for hosting the last PTA meeting, the social committee is planning fun events for next year, Field Day volunteers are needed, next restaurant fundraiser is at LBI Table on June 5th, Bay Day June 11th, 6th Grade Graduation, June 12th (5th grade parents are organizing the festivities).

11. **PERSONNEL**

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

As per the recommendation of the Superintendent:

- A. Principal/Supervisor of Special Education
Motion to approve the employment contract of Francis Birney, Principal/ Supervisor of Special Education, at the annual salary of \$148,840 for the period of July 1, 2025, to June 30, 2026.
- B. School Business Administrator Contract
Motion to approve the employment contract of Meghan Lee, School Business Administrator/Board Secretary, at the annual salary of \$132,350 for the period of July 1, 2025, to June 30, 2026, as approved by the Executive County Superintendent.
- C. Facilities Manager Contract
Motion to approve the employment contract of Mark Bish, Facilities Manager, at the annual salary of \$93,020 for the period of July 1, 2025, to June 30, 2026.
- D. Superintendent's Secretary/Child Study Team Secretary
Motion to approve the employment of Elizabeth Purks as the Superintendent's Secretary/Child Study Team Secretary at the annual salary of \$72,000 for the period of July 1, 2025, to June 30, 2026.
- E. Human Resources/Payroll Coordinator
Motion to approve the employment of LisaAnne Baumann as the Human Resources/Payroll Coordinator at the annual salary of \$72,000 for the period of July 1, 2025, to June 30, 2026.
- F. Summer Positions
Motion to approve summer 2025 stipend/XCOMP employment, pending enrollment if applicable as follows (Submission of approved timesheets required.):
- **Music Program** (Tentative dates: August 11-14 (Grades 3-6) and 18-21 (Grades K-2) times TBD): 1 teacher, 8 days, 3.5 hrs. at a rate to be determined pending the outcome of the collective bargaining process: Tim Cotov
- G. Health Benefits Waiver
Motion to approve a health benefits waiver for full-time employees that can provide documentation that they are insured by another provider. Payment may not be more than 25% of the amount saved by the employer because of the waiver or \$5,000, whichever is less. (In accordance with P.L. 2007, C.92 and P.L. 2010, C.2)
- H. Annual Stipends
Motion to approve annual stipends for the 2025-2026 school year as follows:
- | | |
|--|---------|
| ● Black Seal License, (3 @ \$600 each) | \$1,800 |
| ● Garden Coordinator - Bianca Aniski | \$1,200 |
| ● Hydroponic Garden Coordinator - Lauren Rothstein | \$1,200 |
| ● NJSLA Technology Coordinator - Shelley Smith | \$1,500 |
| ● NJSLA Testing Coordinator - Julie Oldham | \$1,500 |
| ● Spanish Translators - Rosa Warfel, Jackie Ramilo | |
| as needed not to exceed | \$ 250 |
- (Addendum Item)
- I. Custodian
Motion to approve the employment of Matilde Leija at the annual salary of \$52,309 (step 3 on the custodian salary guide) prorated based on the start date until June 30, 2025. The 2025-2026 salary will be determined pending the outcome of the collective bargaining process.

Upon a roll call vote, motion carried:

Ayes(6): Ms. Hagler, Mrs. Linkewich, Dr. Oros, Mr. Wright, 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 April 2025.

- a. Report of the Secretary dated April 30, 2025
- b. Report of the Treasurer dated April 30, 2025

2. Statement of Cash Balances

Motion to accept the Statement of Cash Balances for the month of April 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 April 2025 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11 (b).

_____, 2025
Meghan Lee, School Business Administrator

B. Transfers

Motion to approve the April 2025 transfer report.

C. Bills List

Motion to approve the May 2025 Bills List, totaling \$302,145.94

D. Travel and Training

Motion to approve the following travel/training expenses.

Date	Name	Position	Workshop	Location	Cost
6/6/25	LisaAnne Baumann Daniel Savage	HR/Payroll Coordinator Asst. to the BA	Strauss Esmay Educational Policy & School Law Seminar	Brookdale Community College Lincroft, NJ	Mileage
6/7/25 (Sat.)	Bianca Aniski	Nurse	BLS (CPR/AED)	AtlantiCare Egg Harbor Twp.	\$75 registration and mileage

E. Field Trip

Motion to approve the following field trips:

Date	Grade	Destination	Teacher in Charge	Cost
TBD	4	Paul Jr. Designs	Ms. Daly Ms. Maschi	None
5/21/25	PreK 3	Ship Bottom Bay Park	Ms. Conrad	\$50.02
Addendum Item 6/4/25	5/6 Band	19th Street Gazebo	Mr. Cotov	\$50

F. Use of Facilities

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

1. Southern Regional School District Summer Band, Strings, & Ukulele Camp, EJ Classroom/Stage, June 30-July 30, 2025 (Mondays and Wednesdays from 10 a.m. to 12 p.m)

Upon a roll call vote, motion carried:

Items A, B, C, E, F

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

Nays: 0

Abstain: 0

Upon a roll call vote, motion carried:

Item D

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

Nays(1): Mrs. Southwick

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. Shared Service Agreement - Food Service

Motion to approve a Shared Services Agreement for the 2025-2026 school year for Food Services with Stafford Township Board of Education in the amount of \$45,000.

Upon a roll call vote, motion carried:

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

Nays: 0

Abstain: 0

14. **PROFESSIONAL APPOINTMENTS**

As per the recommendation of the Superintendent:

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

A. Appointment of Auditor

WHEREAS, there exists a need for auditing service; and,

WHEREAS, funds are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Long Beach Island Board of Education that Holman Frenia Allison, P.C., Certified Public and Licensed Accounting firm for the State of New Jersey is hereby appointed to conduct auditing services from July 1, 2025, to June 30, 2026, not to exceed \$31,500.

Upon a roll call vote. motion carried:

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

Nays: 0

Abstain: 0

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

B. Appointment of Attorney

WHEREAS, there exists a need for legal service; and,

WHEREAS, funds are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Long Beach Island Board of Education that Chasan, Lamparello, Mallon & Cappuzzo, P.C., licensed legal firm for the State of New Jersey is hereby appointed to conduct legal services from July 1, 2025, to June 30, 2026, at the hourly rate of \$175.

Upon a roll call vote. motion carried:

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

Nays: 0

Abstain: 0

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

C. Appointment of Architect of Record

WHEREAS, there exists a need for architectural services; and,

WHEREAS, funds are available for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Long Beach Island Board of Education that Spiezle Architectural Group, Inc., Licensed Architectural firm for the State of New Jersey is hereby appointed as the Architect of Record from July 1, 2025, to June 30, 2026, at the hourly rate of \$190.

Upon a roll call vote. motion carried:

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

Nays: 0

Abstain: 0

15. **EDUCATIONAL**

Motion by Kelly Linkewich, second by Brielle Hoffacker 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 reported.
- B. Student Safety Data System Report Period 1
Motion to approve the Student Safety Data System (SSDS) 2024-2025 Report Period 1 (July 1, 2024 to December 31, 2024) as presented. Dr. Kopack reported the following: 1 HIB Alleged, 7 EJ School Trainings, 6 LBI School Trainings, and 3 District-Wide Trainings

Upon a roll call vote, motion carried:

Ayes(6): Ms. Hagler, Mrs. Linkewich, Dr. Oros, 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. Grant Acceptance
Motion to accept AtlantiCare's Turn Your School Wellness into Wealth Program Grants for the 2024-2025 School Year in the following amounts. These were based on the healthy activities our schools engaged in this school year. The cash prizes are intended to be used to support additional school health and wellness initiatives. There will be no financial impact to the Board of Education from this grant.
- Long Beach Island Grade School - \$300
 - Ethel Jacobsen School - \$300

Upon a roll call vote, motion carried:

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

17. **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
- | | |
|---------|--|
| May 21: | SRMS Presentation to 6th Grade Students |
| May 22: | 3rd grade trip
LBI Garden Club Program with 4th grade students |
| May 23: | Early dismissal |
| May 26; | School Closed - Memorial Day |
| May 28: | 5th Grade trip
3rd Grade Flutophone Concert |
| May 29: | LBI Concert "The Final Countdown"
EJ Farm Trip |
| May 30: | Field Day for EJ and LBI Schools |
| June 2: | 6th grade to Fantasy Island
Parent Information Night, EJ School, 6-7 p.m. |

June 4:	Kiwanis Club Bike Rodeo at LBI School 1st grade trip EJ Bike Parade
June 6:	Books vs Badges, EJ School, 4 p.m. (Food donations accepted for St. Francis Food Pantry)
June 9:	End of 4th Marking Period
June 11:	6th Grade Bay Day
June 12:	Kindergarten Graduation 6th Grade Graduation
June 13:	LBI School Awards Assembly Early Dismissal
June 16:	Early Dismissal / Last Day of School
June 17:	Board of Education Meeting, EJ School, 6:30 p.m.

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

- HIB reporting

19. **Motion by Danielle Hagler, second by Brielle Hoffacker 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 June 17, 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(6):	Ms. Hagler, Mrs. Linkewich, Dr. Oros, 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 6:46 p.m., a motion was made by Brielle Hoffacker, second by Danielle Hagler to adjourn. All in favor.

Respectfully Submitted,

Kathy Sheplin
Assistant to the Board Secretary