

# LONG BEACH ISLAND BOARD OF EDUCATION

Long Beach Island, New Jersey

## MINUTES OF THE ANNUAL ORGANIZATION/WORKING MEETING

Tuesday, January 5, 2016

The Board of Education of the Long Beach Island School District, Ocean County, met in executive session at 6 p.m. in the Conference Room of the Ethel Jacobsen School, 200 Barnegat Avenue, Surf City, New Jersey on January 5, 2016, to discuss matters of Attorney-Client Privilege, Student Issues, Litigation, and Personnel. All members were notified in writing of the meeting date.

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Long Beach Island Board of Education has caused notice of this meeting by having the date, time and place thereof posted in *The Press of Atlantic City*.

The meeting was called to order by Nicholas Savio, Board Attorney.

The following members of the Board of Education were present:

Jennifer Bott	representing	Ship Bottom
Allyn Kain	representing	Surf City
Kristy Raber	representing	Surf City
Colette Southwick	representing	Long Beach Township
Marilyn Wasilewski	representing	Barnegat Light
Georgene Hartmann	representing	Long Beach Township
Tom Beaty	representing	Long Beach Township
James Donahower	representing	Harvey Cedars
Bonnie Picaro	representing	Long Beach Township

Absent: None

Also present:

Peter Kopack, Superintendent  
Nicholas Savio, Esq.

The organization meeting was called to order by Nicholas Savio, Board Attorney, at 7:05 pm followed by the pledge of allegiance.

The Oath of Office was administered by Nicholas Savio, Board Attorney to the newly elected Board members, who represent the following constituent districts:

- A. Long Beach Township (3 years) – Colette Southwick
- B. Long Beach Township (3 years) – Thomas Beaty
- C. Surf City (3 years) – Kristy Raber
- D. Harvey Cedars (1-Year Unexpired Term) – James Donahower

Roll call of Board members followed the oath of office with all Board members present.

It was moved by Colette Southwick and seconded by Marilyn Wasilewski to approve the combined statement of results of the 2015 school election made a part of the organization meeting minutes.

<u>Name</u>	<u>Number of Votes</u>
Colette Southwick, Long Beach Township	600
Thomas Beaty, Long Beach Township	507
Kristy Raber, Surf City	151
Toni Crosby, Surf City	119
James Donahower, Harvey Cedars	92

Upon roll call, the motion carried unanimously

Nominations and election of officers

The Board Attorney acted as chairman pro tem for election of President:

Nominations for President of Board of Education for a one-year term, beginning January 5, 2016:

Nomination:	Jennifer Bott	Nomination:	Colette Southwick
Nominated by:	Marilyn Wasilewski	Nominated by:	Kristy Raber
Seconded by:	Georgene Hartmann		

Colette Southwick declined the nomination.

It was moved by Marilyn Wasilewski and seconded by Bonnie Picaro to close the nominations for president; all in favor.

It was moved by Colette Southwick and seconded by Kristy Raber to elect Jennifer Bott as Board President beginning January 5, 2016.

On a roll call vote, the motion carried unanimously.

Board President, Jennifer Bott, takes the chair.

Nominations for Vice President of Board of Education for a one-year term, beginning January 5, 2016:

Nomination:	Colette Southwick
Nominated by:	Kristy Raber
Seconded by:	Allyn Kain

It was moved by Marilyn Wasilewski and seconded by Kristy Raber to close the nominations for vice president; all in favor.

It was moved by Marilyn Wasilewski and seconded by Kristy Raber to elect Colette Southwick as Board Vice President beginning January 5, 2016.

On a roll call vote, the motion carried unanimously.

**ESTABLISHMENT OF ANNUAL MEETING CALENDAR**

It was moved by Colette Southwick and seconded by Kristy Raber to approve the following item:

Motion to approve the 2016 Annual Meeting Calendar as presented. All public meetings will begin at 7 p.m. *unless* otherwise noted. Meetings will generally be on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month with some exceptions. Executive sessions will be held prior to the public meeting beginning at 5:30 p.m. All meetings will be held at the Ethel Jacobsen School.

<b>Month</b>	<b>Working/Special Meeting</b>	<b>Regular Meeting</b>
<b>January 2016</b>	January 5, 2016	January 19, 2016
<b>February</b>	February 2, 2016	February 16, 2016
<b>March</b>	March 1, 2016	March 15, 2016
<b>April</b>	April 5, 2016	April 19, 2016
<b>May</b>	May 3, 2016 (Public Budget Hearing)	May 17, 2016
<b>June</b>	June 7, 2016	June 21, 2016
<b>July</b>		July 19, 2016
<b>August</b>		*August 23, 2016
<b>September</b>		September 20, 2016
<b>October</b>	October 4, 2016	October 18, 2016
<b>November</b>		November 15, 2016
<b>December</b>		*December 13, 2016
<b>January 2017</b>	January 3, 2017 ( <b>Organization Meeting</b> )	

**\*Denotes change from regular schedule.**

On a roll call vote, the motion carried unanimously.

**APPOINTMENTS 2016**

It was moved by Colette Southwick and seconded by Georgene Hartmann to approve the following items:

- A. School Business Administrator/Board Secretary: TBD
- B. Purchasing Agent: TBD
- C. Assistant Board Secretary: Kathy Sheplin
- D. Custodian of School Records: TBD
- E. School Funds Investor: TBD
- F. School Physician: Dr. Harry Larkin, Island Medical Professional Association
- G. Affirmative Action Officer: Frank Birney
- H. 504 Officer: Julie Oldham
- I. Public Agency Compliance Officer: TBD
- J. AHERA Representative: TBD
- K. Right-to-Know Officer: TBD
- L. IPM Coordinator: TBD
- M. Basic Skills Improvement Contact: Patricia Gerety
- N. Safety & Health Designee: TBD
- O. Chemical Hygiene Officer: TBD
- P. Indoor Air Quality Designee: TBD
- Q. BioSafety Officers: Sharon VonGorski/Bianca Aniski
- R. Board Attorney: Anthony P. Sciarrillo, Esq.
- S. School Auditor: Jump, Perry & Company, L.L.P.
- T. General Insurances Broker of Record: The Van Dyk Agency
- U. Dental and Vision Benefit Plans Broker: Brown & Brown of New Jersey
- V. ADA Officer: Frank Birney
- W. Federal Funds Accountability Officer: Peter Kopack
- X. Title I/NCLB Coordinator: Peter Kopack
- Y. IDEA Coordinator: Frank Birney
- Z. Attendance Officers:
  - Harvey Cedars: Chief Robert Burnaford
  - Ship Bottom: Officer. Ronald Holloway
  - Surf City: Chief William Collins
  - Long Beach Township/Barnegat Light: Sargent Michael Brennan
- AA. Payment of bills between meetings: TBD
- BB. Official of Investments and Wires: TBD
- CC. Collection and Maintenance of Pupil Records: Joanne Miller/Lynda Scholey
- DD. Homeless Liaison: Julie Oldham
- EE. HIB District Coordinator/Specialist: Julie Oldham
- FF. I&RS (Intervention and Referral Services) District Coordinator: Julie Oldham

On a roll call vote, the motion carried unanimously.

**OFFICIAL BOARD NEWSPAPER**

It was moved by Colette Southwick and seconded by Kristy Raber to approve the following item:

Motion to authorize *The Press of Atlantic City* as the official newspaper of the Board.  
Mr. Beaty asked questions regarding the choice of newspaper.

On a roll call vote, the motion carried unanimously.

**DEPOSITORY**

It was moved by Colette Southwick and seconded by Kristy Raber to approve the following item:

**Ocean First Bank**

- General Operating Account
- Capital Reserve Account
- Capital Projects Account
- Payroll Account
- Payroll Agency Account
- Unemployment Trust Account
- Cafeteria Account
- Petty Cash Account
- Money Market Account

**Account Signers:**

- Board President
- Board Secretary
- Treasurer of School Monies

On a roll call vote, the motion carried unanimously.

**FINANCE**

It was moved by Colette Southwick and seconded by Kristy Raber to approve the following item:

Motion to authorize maintaining the following petty cash accounts for 2016:

- Board Office, \$150
- EJ School, \$125
- LBI Grade School, \$125

On a roll call vote, the motion carried unanimously.

### **POLICIES**

It was moved by Colette Southwick and seconded by Marilyn Wasilewski to approve the following item:

Motion to adopt all policies established by the previous Board of Education, with the regulations promulgated thereunder, until such time as this present board might wish to make changes. On a roll call vote, the motion carried unanimously.

### **EDUCATIONAL PROGRAMS**

It was moved by Colette Southwick and seconded by Kristy Raber to approve the following item:

Motion to adopt all educational programs and practices established by the previous Board of Education, with the regulations promulgated thereunder, until such time as this present Board might wish to make changes.

On a roll call vote, the motion carried unanimously.

### **REAFFIRMATION OF NEW JERSEY SCHOOL BOARD CODE OF ETHICS**

It was moved by Marilyn Wasilewski and seconded by Kristy Raber to approve the following item:

**RESOLVED**, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Long Beach Island Board of Education:

- *I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.*
- *I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.*
- *I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.*
- *I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.*
- *I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.*
- *I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.*

- *I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.*
- *I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.*
- *I will support and protect school personnel in proper performance of their duties.*
- *I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.*

Upon roll call, the motion carried unanimously. Acknowledgement of receipt of Code of Ethics for School Board Members was distributed and signed by Board Members.

At 7:20 p.m. the meeting continues into the Board of Education's working meeting; President Jennifer Bott presiding.

Correspondence: Letter: St. Francis Center Food Bank  
Letter: Jeff Miller

#### Board Committee Reports

- The Personnel Committee met on January 5, 2016. **Mrs. Hartmann reported.**

President's Remarks: None

Superintendent's Report/Recommendations/Board Action: Dr. Kopack addressed the public on the following topics: Thanked PTA for programs, Thanked PBA for holiday pizza parties, PARCC results sent home, Student Council Fun Run and food drive

**Public Comment on Agenda Items:** None

#### **PERSONNEL:**

It was moved by Georgene Hartmann and seconded by Kristy Raber to approve the following items:

- (a) **Leave of Absence Extension:** To approve a leave of absence extension for Patricia Gerety, Basic Skills Teacher, for seven days from January 4, 2016 through January 12, 2016.
- (b) **Replacement Teacher Extension:** To approve the continued employment of Sandra Smith-Lusk as a replacement teacher for Patricia Gerety beginning January 4, 2016 through approximately January 12, 2016 at the annual salary of \$55,124 prorated (step 1 on the BA salary guide).

- (c) **School Bus Driver:** To approve the employment of Jennifer Swift as a school bus driver for the mid-day run (1 hour/day) for the 2015-16 school year at the annual salary of \$14,812 prorated (step 1 on the Bus Driver Salary Guide) effective January 4, 2016. Ms. Swift is currently a substitute bus driver for the district.

Upon a roll call vote, the motion carried: 9 ayes

**MISCELLANEOUS:**

It was moved by Colette Southwick and seconded by Marilyn Wasilewski to approve the following items:

- (a) **Professional Day Requests:** To approve professional day requests as presented.

**Employee(s): Cathy McBride**

Conference: Next Generation of Science Standards (NGSS) Creativity in Implementation

Location: Monroe Twp.

Date: January 12, 2016

Rationale: To learn about transitioning toward NGSS with model curriculum, professional development tools and grant opportunities.

Cost: \$169 registration and mileage

**Employee(s): Janelle Scholey/Julia Townsend**

Conference: Banish Boring Writing – Writer’s Notebook

Location: Stockton University

Date: January 29, 2016

Rationale: To explore the benefits of keeping a writer’s notebook to encourage more enthusiastic writers.

Cost: 4 ETTC hours each registration and mileage

**Employee(s): Kelly Turner/Sarah Esarey**

Conference: Close Reading Strategies

Location: Cherry Hill

Date: February 8, 2016

Rationale: To learn/increase knowledge of close reading within the classroom.

Cost: \$239 each registration and mileage

**Employee(s): Cathy McBride**

Conference: Next Generation of Science Standards (NGSS) Transition Workshop

Location: Palmyra Cove Nature Park

Date: February 20, 2016

Rationale: To explore instructional practices that support development of NGSS.

Cost: \$10 registration and mileage



**Employee(s):** Chloe Wiskow/Janelle Scholey/Julia Townsend  
**Conference:** What's New in Children's Books and Strategies for Using Them in Your Program  
**Location:** Cherry Hill  
**Date:** February 23, 2016  
**Rationale:** To learn about new 2016 books (fiction and nonfiction) that apply to the K-6 ELA curriculum.  
**Cost:** \$245 each registration and mileage

**Employee(s):** Karen Beetel  
**Conference:** Improve Behavior and Increase Learning (PreK-2)  
**Date:** March 2, 2016  
**Rationale:** To increase knowledge of various behavior strategies to implement within the classroom.  
**Cost:** \$239 registration and mileage

**(ADDENDUM ITEM)**

**Employee(s):** Bianca Aniski  
**Conference:** Garden Award/Schoolyard Garden Training  
**Location:** Stockton University  
**Date:** January 12, 2016  
**Rationale:** To gain information on how to bolster our successful gardening practices, review of available resources and ideas to improve and enhance our schoolyard garden.  
**Cost:** Mileage

Mr. Beaty asked how many professional days staff members are allowed to take and if days are monitored.

- (b) **Building and/or Grounds Usage Requests:** To approve building and/or grounds usage requests as follows pending receipt of proof of insurance and space availability:
- LBI PTA, LBI School Gym, Children's Stage Adventures, January 25-30, 2016.
  - LBI PTA, LBI School Gym, PTA Carnival, March 4, 2016.

Upon a roll call vote, the motion carried: 9 ayes

- (c) **Harassment, Intimidation, and Bullying (HIB):** The NJ Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report for the 2014-2015 school year was released to the public on December 22, 2015, and is posted on the district's website.

(d) **Upcoming Events:**

**January 5:** Grade 6K -Swim Program at St. Francis  
Student Council Meeting  
Board of Education Organizational Meeting, 7 p.m.

- January 6:** Grade 6K Swim Program at St. Francis  
After-School Band
- January 7:** Grade 4D Swim Program at St. Francis  
After-School Band
- January 8:** Progress Reports on Portal  
EJ New Year – New Veggie Taste Test in the gym
- January 11:** SRMS Guidance Counsellors to LBI Grade School for Grade 6
- January 12:** Grade 6K Swim Program at St. Francis  
SRMS Articulation Meeting
- January 13:** Grade 5K Swim Program at St. Francis  
After-School Band
- January 14:** EJ School - PTA Author Visit – John Manders  
Grade 4D Swim Program at St. Francis  
After-School Band
- January 15:** THEME DAY – SUPER HERO DAY – Birthdays, Personality of the  
Month
- January 18:** SCHOOL CLOSED – DR. MARTIN LUTHER KING DAY
- January 19:** Grade 6K Swim Program at St. Francis  
Board of Education Meeting, 7 p.m.
- January 20:** PK & Kindergarten Oral Health Program  
Grade 5K Swim Program at St. Francis
- January 21:** Grade 4D Swim Program at St. Francis
- January 22:** New Jersey Day at LBI Grade School
- January 25:** Children Stage Adventures Week  
PTA Meeting – LBI Media, 7 p.m.
- January 26:** Grade 6K Swim Program at St. Francis  
Children Stage Adventures after school
- January 27:** Grade 5K Swim Program at St. Francis  
Children Stage Adventures after school
- January 28:** Grade 4D Swim Program at St. Francis  
Children Stage Adventures after school
- January 29:** Children Stage Adventures after school  
Children Stage Adventures show for students, 6:15 p.m.

**January 30:** Children Stage Adventures show – t/b/a in PM

Mrs. Picaro read a prepared statement.

**Public Comment:**

Rick McDonough, Ship Bottom, asked questions/commented on the following:

- Congratulated and thanked the Board of Education.

The Board returned to executive session for discussion of matters of Attorney/Client Privilege.  
No action will be taken.

At 7:45 p.m. a motion was made by Marilyn Wasilewski and seconded by Kristy Raber to adjourn. All in favor.

Respectfully submitted,



Kathy Sheplin, Assistant Board Secretary