

**BOARD OF EDUCATION  
OF THE BOROUGH OF INTERLAKEN  
REGULAR MEETING**

**June 19, 2023 at 6:00 PM  
Minutes**

**1.0 CALL TO ORDER**

Mr. Ludwig called the June 19, 2023, meeting to order at 6:01 PM.

**SUNSHINE NOTICE:**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that:

“The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Adequate notice of this Meeting of the Board of Education of the Borough of Interlaken was published in the Asbury Park Press and was delivered to the Municipal Clerk, Borough of Interlaken, in accordance with PL 1975, Ch. 231A.”

**ROLL CALL:**

● Mr. Ludwig	Yes__X__	No_____	
● Ms. Barrett	Yes_____	No_____	Arrived at 6:14 PM
● Mr. Cohen	Yes__X__	No_____	
● Mr. Schoonover	Yes__X__	No_____	
● Dr. Abrams	Yes_____	No_____	

**2.0 FLAG SALUTE**

**3.0 COMMUNICATIONS - None**

**4.0 OLD BUSINESS - None**

**5.0 NEW BUSINESS - None**

**6.0 APPROVE MINUTES**

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following minutes:

May 1, 2023

● Mr. Ludwig	Yes__X__	No_____
● Ms. Barrett	Yes_____	No_____
● Mr. Cohen	Yes__X__	No_____
● Mr. Schoonover	Yes__X__	No_____
● Dr. Abrams	Yes_____	No_____

## 7.0 RESOLUTIONS

### A. Approval of a Bill List

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following Bill list:

General Fund - \$163,631.00

May 2023 Payroll - \$1,659.59

- |                  |                   |                  |
|------------------|-------------------|------------------|
| ● Mr. Ludwig     | Yes <u>  X  </u>  | No <u>      </u> |
| ● Ms. Barrett    | Yes <u>      </u> | No <u>      </u> |
| ● Mr. Cohen      | Yes <u>  X  </u>  | No <u>      </u> |
| ● Mr. Schoonover | Yes <u>  X  </u>  | No <u>      </u> |
| ● Dr. Abrams     | Yes <u>      </u> | No <u>      </u> |

### B. Financial Reports

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following financial reports:

Report of the Board Secretary/Treasurer Dated:

- April 30, 2023
- May 31, 2023

That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1 as attached:

Monthly Budgetary Line-Item Status Certification: Be it resolved that the Board Secretary for the Board of Education of the Borough of Interlaken certifies that, pursuant to N.J.A.C. 6A:23A-16.10(c)(3), as of June 30, 2022, that no line item account has encumbrances and expenditures, which in total exceed the line item appropriate in violation of N.J.A.C. 6A:23A-16.10(a); and

Be it further resolved, that the Board of Education of the Borough of Interlaken certifies that, pursuant to N.J.A.C. 6A:23A-16.10(c)(4), after review of the Board Secretary's monthly financial report and upon consultation with the appropriate District official that to the best of its knowledge no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

- |                  |                   |                  |
|------------------|-------------------|------------------|
| ● Mr. Ludwig     | Yes <u>  X  </u>  | No <u>      </u> |
| ● Ms. Barrett    | Yes <u>      </u> | No <u>      </u> |
| ● Mr. Cohen      | Yes <u>  X  </u>  | No <u>      </u> |
| ● Mr. Schoonover | Yes <u>  X  </u>  | No <u>      </u> |
| ● Dr. Abrams     | Yes <u>      </u> | No <u>      </u> |

### C. Approval of a Contract - West Long Branch Board of Education - Send-Receive Agreement

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

Recommend Board approval of a contract with West Long Branch Board of Education for a Send-Receive agreement, located at 135 Locust Avenue, West Long Branch, NJ 07764 commencing for the 2021-2022 school year and terminating at the end of the 2028-2029 school year.

- |                  |          |         |
|------------------|----------|---------|
| ● Mr. Ludwig     | Yes__X__ | No_____ |
| ● Ms. Barrett    | Yes_____ | No_____ |
| ● Mr. Cohen      | Yes__X__ | No_____ |
| ● Mr. Schoonover | Yes__X__ | No_____ |
| ● Dr. Abrams     | Yes_____ | No_____ |

**D. Approval of a Letter Agreement - Student/West Long Branch Board of Education/Interlaken Board of Education - Student Services**

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

Recommend Board approval of a Letter Agreement with Student, West Long Branch Board of Education and Interlaken Board of Education for reimbursement for services for the calendar year 2023.

- |                  |          |         |
|------------------|----------|---------|
| ● Mr. Ludwig     | Yes__X__ | No_____ |
| ● Ms. Barrett    | Yes_____ | No_____ |
| ● Mr. Cohen      | Yes__X__ | No_____ |
| ● Mr. Schoonover | Yes__X__ | No_____ |
| ● Dr. Abrams     | Yes_____ | No_____ |

**E. APPOINTMENT OF BUSINESS ADMINISTRATOR**

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

*Whereas*, the Board is in need of the part-time services of a School Business Administrator; and  
*Whereas*, Frank Gripp III is duly certified by the New Jersey State Board of Examiners as a School Business Administrator and is willing to provide said services; and  
*Whereas*, the Board and Mr. Gripp have agreed upon an Employment Contract to include compensation at the maximum annual salary of \$22,000 per annum, for a term commencing on July 1, 2023 through June 30, 2024; and  
*Whereas*, the Executive County Superintendent has approved the Employment Contract;  
 Now, therefore, be it resolved that the Board approves the Employment Contract and authorizes the Board President to execute the same on its behalf.

- |                  |          |         |
|------------------|----------|---------|
| ● Mr. Ludwig     | Yes__X__ | No_____ |
| ● Ms. Barrett    | Yes_____ | No_____ |
| ● Mr. Cohen      | Yes__X__ | No_____ |
| ● Mr. Schoonover | Yes__X__ | No_____ |
| ● Dr. Abrams     | Yes_____ | No_____ |

**F. Authorization of Supplemental Bills List**

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

Recommend Board authorization for the Business Administrator to complete a June 30, 2023 list of bills.

- Mr. Ludwig Yes   X   No
- Ms. Barrett Yes        No
- Mr. Cohen Yes   X   No
- Mr. Schoonover Yes   X   No
- Dr. Abrams Yes        No

### G. Approval of a Contract - Busch Law Group

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

Recommend Board approval of a contract with the Busch Law Group, for the 2023-2024 school year, at a rate of \$170.00 per hour, for legal services on an as needed basis.

- Mr. Ludwig Yes   X   No
- Ms. Barrett Yes        No
- Mr. Cohen Yes   X   No
- Mr. Schoonover Yes   X   No
- Dr. Abrams Yes        No

### H. Approval of a Contract - Reconciliation Services

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

Recommend Board approval of a contract with Panda LLC for financial reconciliation services for the 2023-2024 school year, in the amount of \$200 per month.

- Mr. Ludwig Yes   X   No
- Ms. Barrett Yes        No
- Mr. Cohen Yes   X   No
- Mr. Schoonover Yes   X   No
- Dr. Abrams Yes        No

### I. Approval of a Contract - Systems 3000

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

Recommend Board approval of a contract with Systems 3000 Inc., for the 2023-2024 school year, in the amount of \$5,470.00, for a financial software license agreement.

- Mr. Ludwig Yes   X   No
- Ms. Barrett Yes        No
- Mr. Cohen Yes   X   No
- Mr. Schoonover Yes   X   No
- Dr. Abrams Yes        No

### J. Approval of a Contract - Public Risk Group

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

Recommend Board approval of a contract with Public Risk Group, for the 2023-2024 school year, for the following insurance premium:

- Package \$2,330
- General Liability/Auto Included Included
- Excess Liability Included Included
- E&O \$3,327
- Workers Compensation \$500
- Supplemental Indemnity \$500
- Bonds \$788 (F.Gripp)
- Total Premium \$ 7,445

● Mr. Ludwig	Yes <u>  X  </u>	No <u>      </u>
● Ms. Barrett	Yes <u>      </u>	No <u>      </u>
● Mr. Cohen	Yes <u>  X  </u>	No <u>      </u>
● Mr. Schoonover	Yes <u>  X  </u>	No <u>      </u>
● Dr. Abrams	Yes <u>      </u>	No <u>      </u>

#### **K. Approval of a Contract - New Jersey School Insurance Group**

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Interlaken Board of Education, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been canceled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2023, and ending July 1, 2026 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;

- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

● Mr. Ludwig	Yes <u>  X  </u>	No <u>      </u>
● Ms. Barrett	Yes <u>      </u>	No <u>      </u>
● Mr. Cohen	Yes <u>  X  </u>	No <u>      </u>
● Mr. Schoonover	Yes <u>  X  </u>	No <u>      </u>
● Dr. Abrams	Yes <u>      </u>	No <u>      </u>

#### L. Approval of use of Emergency Reserve

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to approve the following resolution:

Recommend Board approval of the use of Emergency Reserve in the amount of \$65,500.00 for the 2022-2023 school year.

● Mr. Ludwig	Yes <u>  X  </u>	No <u>      </u>
● Ms. Barrett	Yes <u>      </u>	No <u>      </u>
● Mr. Cohen	Yes <u>  X  </u>	No <u>      </u>
● Mr. Schoonover	Yes <u>  X  </u>	No <u>      </u>
● Dr. Abrams	Yes <u>      </u>	No <u>      </u>

#### 8.0 PUBLIC COMMENT - None

#### 9.0 EXECUTIVE SESSION (*if warranted*)

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to go into closed executive session to discuss matters of at 6:10 PM:

- *Matters of attorney client privilege;*
- *Personnel;*
- *Contracts;*
- *Student matters*

- |                  |          |         |
|------------------|----------|---------|
| ● Mr. Ludwig     | Yes__X__ | No_____ |
| ● Ms. Barrett    | Yes_____ | No_____ |
| ● Mr. Cohen      | Yes__X__ | No_____ |
| ● Mr. Schoonover | Yes__X__ | No_____ |
| ● Dr. Abrams     | Yes_____ | No_____ |

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to return from closed executive session 6:20 PM:

- |                  |          |         |
|------------------|----------|---------|
| ● Mr. Ludwig     | Yes__X__ | No_____ |
| ● Ms. Barrett    | Yes__X__ | No_____ |
| ● Mr. Cohen      | Yes__X__ | No_____ |
| ● Mr. Schoonover | Yes__X__ | No_____ |
| ● Dr. Abrams     | Yes_____ | No_____ |

#### 10.0 ADJOURNMENT

It was motioned by Mr. Cohen, seconded by Mr. Schoonover to adjourn the meeting at 6:22 PM.

I CERTIFY AS THE OFFICIAL MINUTES OF THE INTERLAKEN BOARD OF EDUCATION

*Frank Gripp*

Frank E. Gripp III  
School Business Administrator/Board Secretary