

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

PUBLIC MINUTES  
BUSINESS MEETING

PLACE: Beach Haven Elementary School  
DATE: December 20, 2023  
TIME: 5:04 p.m.

CALL TO ORDER:

New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Beach Haven Board of Education has caused notice of this meeting to be given by having the date; time and place mailed into the Clerk of the Municipality; advertised in Asbury Park Press, Press of Atlantic City and mailed to the County Superintendent of Schools.

ROLL CALL:

Name	Present	Absent
Irene Hughes	X	
Carol Labin	X	
Jane Romanowski	X	
Jen Tomlinson		X
Meredith O'Donnell		X

Also present were Steve Terhune, Business Administrator, and Theodore Loeffler, Superintendent.

FLAG SALUTE: Pledge of Allegiance to the Flag

PUBLIC AND EXECUTIVE SESSION MINUTES TO BE APPROVED FOR:

1. Regular Monthly Public Minutes of November 29, 2023
2. Executive Session Minutes of November 29, 2023

Name	Motion	Yes	No	Abstain
Irene Hughes		X		
Carol Labin	2nd	X		
Jane Romanowski	1st	X		
Jen Tomlinson				
Meredith O'Donnell				

PRESENTATION: Mr. Loeffler- District Update- December 2023 – Zero suspensions for the year, one HIB investigation, enrollment decreased by two students due to a relocation, Atlanticare Grant, facility use, OC3 meeting change, emergency drills, SRMS visit update, Holiday concert, Grade 4-6 project on Oyster Care for the Barnegat Bay, Grade 3 Holiday Pinecones project for senior living facilities, Pep Rally, Science Assembly, Grade 4-6 Franklin Institute Trip, Gifted and Talented Screening update, thank you to Jen Tomlinson and

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

Meredith O'Donnell for all that they have done for the community and students during their years serving as members of the Board of Education.

COMMUNICATIONS:

COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

This meeting will now be open to the public for comments on specific Agenda Items only. If your comment pertains to students, personnel, litigation, or negotiations, we would ask that you see the Administrator after the meeting since the Board does not discuss such items in public.

Please state your name and address. Comments must be limited to three minutes per person.

No member of the public wished to address the Board of Education at this time.

SUPERINTENDENT RECOMMENDATIONS:

Actions to Be Taken:

Finance/Operations:

1. BE IT RESOLVED by the Beach Haven Board of Education that the December 2023 bills totaling \$5,773.23 for the 2023-2024 school years as well as the November 2023 Payroll Bills totaling \$110,349.48 for 2023-2024 to be paid, and the Secretary and the President be hereby authorized, and directed to draw orders on the Treasurer for the payment of same, if and when funds are available.
2. To authorize the Superintendent of Schools to make the following revised transfers within accounts for the month of November 2023.
3. To accept the revised financial report of the Secretary for the month ending November 30, 2023: Balance on hand \$1,446,896.77.

Board Secretary's Month Certification  
Budgetary Line Item Status

Certification of No Over Expenditures – Recommend acceptance that pursuant to N.J.A.C. 6A:23-2.12(c)3, Steven Terhune, School Business Administrator/Board Secretary, certifies that as of November 30, 2023, no budgetary line item account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A.18A:22-8 and 18A:22-8.1, which would be in violation of N.J.A.C. 6A:23-2.12 (a), that the District financial accounts have been reconciled and are in balance.

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

Board Certification – Recommend acceptance that through the adoption of this resolution, the Beach Haven Board of Education, pursuant to N.J.A.C. 6A:23-2.12 (c) 4, certifies that as of November 30, 2023, after review

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

of the Secretary’s monthly financial report (appropriations’ section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.12 (c)4 i.-vi and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

4. To accept the financial report of the Treasurer of School Monies ending November 2022.

5. To acknowledge the filing of the following reports with the NJ Department of Education:

- Audit Summary (AUDSUM) - December 4, 2023
- ACFR Repository - December 4, 2023
- US Department of Commerce, Census Bureau, 2023 Healthcare Insurance Cost Study - December 19, 2023

6. To accept the Annual Comprehensive Financial Report and the Auditor’s Management Report for the school year ending June 30, 2023, prepared by Jump, Perry and Company, LLP. There are no findings or recommendations in this audit. The audit and all required supplemental materials were filed with the NJ Department of Education and other regulatory agencies before the filing deadline of February 5, 2024 (Revised by Assembly Bill A4033).

7. To approve the renewal of E-Rate services with The Education Consortium (ECTS) for the 2024 Funding Year.

8. To approve the renewal of cooperative bidding services through Educational Data Services, Inc in the amount of \$360 for the 2024-2025 school year.

9. To accept the grant funds of \$1,000 from AtlantiCare Healthy Schools, Healthy Children 2023-2024 Grant Funding Opportunity for Physical Activity Innovation.

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin	2nd	X		
Jane Romanowski		X		
Jen Tomlinson				
Meredith O’Donnell				

EDUCATION:

1. To approve the submission of the ARP Safe Return Plan December 2023 Amendment as required by the NJ Department of Education and the US Department of Education.
2. To approve Ann Marie Deakyne to attend the Mandatory Atlantic Healthy Schools workshop for \$0 (no cost) on January 10, 2024, from 1:00 to 2:30 PM. This is connected to our receipt of the \$1,000 grant for Physical Activity Innovation.
3. To approve Theodore Loeffler to attend the Ocean County Curriculum Consortium’s (OC3) joint leadership Conference with Monmouth County on January 11th, 2024 from 8:30-1:00 at Monmouth University. There is no fee as a result of the membership in OC3.

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin	2nd	X		
Jane Romanowski		X		
Jen Tomlinson				
Meredith O'Donnell				

PERSONNEL:

1. To approve Ann Marie Deakyne as a formal mentor for Olivia Swanson from January 2nd, 2023, to June 14th, 2023.
2. To approve Jill Falletta as an informal mentor to Melanie Buda from January 2nd, 2023, to June 14th, 2023.

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin	2nd	X		
Jane Romanowski		X		
Jen Tomlinson				
Meredith O'Donnell				

POLICY/REGULATION:

GOVERNANCE:

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a fire drill on 12/15/23, 2023, a Bus Evacuation drill on 12/19/23 and a Security drill (Lockdown) on 12/20/23, 2023.
2. To approve Willits Hall (gym) use for the PTA from January 3rd to January 25th, 2024, for play practice from 2:45 to 5 pm M-F and 9 am- 3 pm Saturdays.
3. To approve Willits Hall (gym) use for the PTA on January 27th, 2024, for the cast party from 2:00 to 6 pm.

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin		X		
Jane Romanowski	2nd	X		
Jen Tomlinson				
Meredith O'Donnell				

COMMITTEE REPORTS:

OLD BUSINESS:

NEW BUSINESS: Sidewalk/Curb Repair to be discussed during budget development, coming change orders for boiler project and exterior building project.

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

COMMENTS FROM THE MEMBERS OF THE PUBLIC ON GENERAL TOPICS ONLY

This meeting will now be open to the public for comments on General Items only. If your comment pertains to students, personnel, litigation, or negotiations, we ask that you see the Superintendent after the meeting since the Board does not publicly discuss such items.

Please state your name and address. Comments must be limited to three minutes per person.

No member of the public wished to address the Board of Education at this time.

EXECUTIVE SESSION:

BE IT RESOLVED, That the Beach Haven Board of Education meet in Executive Session to discuss the following:

- a. Non-Certificated Personnel - Substitute Rate
- b. Student - HIB

Minutes of Executive Session proceeding will be made available to the public to the extent it does not divulge legally protected, confidential information and after the approval of said minutes by the Board. The Board of Education anticipates being in Executive Session for approximately 20 minutes and no action will be taken upon return to public session.

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin		X		
Jane Romanowski	2nd	X		
Jen Tomlinson				
Meredith O'Donnell				

The Board of Education entered Executive Session at 5:21pm

ADJOURNMENT FROM EXECUTIVE SESSION:

The Board of Education returned to Public Session at 5:40pm

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin	2nd	X		
Jane Romanowski		X		
Jen Tomlinson				
Meredith O'Donnell				

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

ADJOURNMENT

BE IT RESOLVED, The Board of Education meeting will be adjourned at 5:41pm.

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin		X		
Jane Romanowski	2nd	X		
Jen Tomlinson				
Meredith O'Donnell				

Respectfully submitted,

*Steven Terhune*

School Business Administrator/Board Secretary