

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

PUBLIC MINUTES  
BUSINESS MEETING

PLACE: Beach Haven Elementary School  
DATE: March 20, 2024  
TIME: 5:00 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 to 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	
Jean Frazier <i>by phone</i>	X	
Deborah Harkness <i>by phone</i>	X	
Jane Romanowski	X	

Also present were Steven 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 February 28, 2024
2. Executive Session Minutes of February 28, 2024

Name	Motion	Yes	No	Abstain
Irene Hughes				
Carol Labin	1st	X		
Jean Frazier		X		
Deborah Harkness		X		
Jane Romanowski	2nd	X		

PRESENTATION: Mr. Loeffler- District Update- March 2024 – Discussed multi-sensory learning project; St. Patrick’s Day Celebration; Pi Day Celebration; Wellness Wednesday Event; Food Pantry Donations; Lucky Dreams; enrollment update; No HIB or Suspensions this month; final inspections on the boiler project have been completed; outside speaker is repaired; Sportsmanship Day at Stafford Schools; Anti-bullying training; ongoing community outreach projects for the students; 2024-2025 proposed school calendar; personnel agenda items; policy updates; ARP Accelerated Learning After School Sessions and the upcoming Principal for a Day.

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

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 March 2024 bills totaling \$35,379.64 for the 2023-2024 school years as well as the February 2024 Payroll Bills totaling \$112,654.04 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 February 2024.
3. To accept the revised financial report of the Secretary for the month ending February 29, 2024: Balance on hand \$1,506,975.59.

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 February 29, 2024, 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 February 29, 2024, after review 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

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

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 February 2022.
5. To approve the preliminary 2024-2025 School Year Budget

The Superintendent recommends approval to adopt the Tentative Budget for FY 2024-2025:

BE IT RESOLVED that the tentative budget be approved for the 2024-2025 School Year using the 2024-2025 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenue	Debt Service	TOTAL
2024-2025 Total Expenditures	\$2,649,905	\$28,471	\$0	\$2,678,376
Less: Anticipated Revenues	\$449,933	\$28,471	\$0	\$478,404
Taxes to be Raised	\$2,199,972	- \$0	\$0	\$2,199,972

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that unused banked cap in the amount of \$722,606 will expire upon submission of this tentative budget; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Beach Haven Board of Education located at 700 N. Beach Ave., Beach Haven, NJ on Wednesday, April 24, 2024 at 5:00 p.m. for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year.

**Use of Banked Cap**

BE IT RESOLVED that the Beach Haven Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$37,006 for the purpose of purchasing a replacement school bus due to the statutory retirement date for the existing district school bus. The district intends to complete said purposes by June 2025.

**Maximum Travel**

BEACH HAVEN BOARD OF EDUCATION

Beach Haven, NJ 08008

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$5,000.00 for 2024-2025 school year. The maximum travel expenditure amount for 2023-2024 school year is \$5,000.00, of which, \$0.00 has been spent and \$338.23 is encumbered as of March 15, 2024.

**Travel And Related Expense Reimbursement**

WHEREAS, The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member or district board of education member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms;

NOW BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$5,000.00 for all staff and board members for 2024-2025 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

**Legal Costs Corrective Action Plan**

In accordance with NJAC 6A:23A-5.2(a)(3), the school district affirms that the administrative procedures available in regulation would not result in a per pupil legal cost reduction sufficient to meet the requirements that would warrant an actionable corrective action plan.

6. To acknowledge receipt of the NJ Department of Education approval of the district's Special Education Medicaid Initiative (SEMI) Waiver.

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

Name	Motion	Yes	No	Abstain
Irene Hughes				
Carol Labin	2nd	X		
Jean Frazier		X		
Deborah Harkness		X		
Jane Romanowski	1st	X		

**EDUCATION:**

1. To approve Ellen Ciceri to attend the LEGAL ONE - Anti-Bullying Specialist (ABS) Online Certificate Program for \$500. This is mandatory training for a school's ABC/ABS.
2. To approve the 6th Grade Trip to Broadway on May 1st, 2024. The costs are \$4,120 for tickets and the bus. \$3,321. The food cost will be determined.
3. To approve a field trip for our 6th-grade students to attend Sportsmanship Day at the Stafford Township Arts Center on March 21st, 2024, from 9:30 am to 10:30 am School with Mr. Barrett.
4. To approve the proposed 2024-2025 Beach Haven School District Calendar.
5. To approve a field trip for 6th-grade students with Mrs. Holleran and Mrs. Bresley to JBJ Soul Kitchen Community Restaurant from 10:00 AM to 1:30 PM. As part of our community outreach, students will serve people in need.
6. To approve PD workshop travel expenses for Jill Falletta in the amount of \$31.02.
7. To approve PD workshop travel expenses for Brian Ball in the amount of \$51.23.
8. To approve PD workshop travel expenses for Holly Herriger in the amount of \$108.36.

Name	Motion	Yes	No	Abstain
Irene Hughes				
Carol Labin		X		
Jean Frazier	1st	X		
Deborah Harkness	2nd	X		
Jane Romanowski		X		

**PERSONNEL:**

1. To approve Jenna Osolvich as Anti-Bullying Coordinator/Specialist for Beach Haven School from March 21st to May 15th, 2024.
2. To approve an amendment to update Catalina Martone's last day as the school nurse affirmative action officer, anti-bullying coordinator and specialist, and bilingual interpreter, effective March 7th, 2024.
3. To approve Edward Ronk as a substitute for the remainder of the 2023-2024 school year.

Name	Motion	Yes	No	Abstain
Irene Hughes				
Carol Labin	1st	X		
Jean Frazier	2nd	X		
Deborah Harkness		X		
Jane Romanowski		X		

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

POLICY/REGULATION:

1. To approve the Second Reading:
  - 1140 Affirmative Action Program- Policy
  - 1523 Comprehensive Equity Plan- Policy
  - 1530 Equal Employment Opportunities- Policy
  - 1530 Equal Employment Opportunity Complaint Procedure - Regulation
  - 1550 Equal Employment/Anti-Discrimination Practices- Policy
  - 2200 Curriculum Content – Regulation
  - 2260 Equity in School and Classroom Practices - Policy & Regulation
  - 2411 Guidance Counseling- Policy
  - 2423 Bilingual Education – Policy & Regulation
  - 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries Policy & Regulation
  - 3211 Code of Ethics- Policy
  - 5570 Sportsmanship- Policy
  - 5750 Equitable Educational Opportunity- Policy
  - 5841 Secret Societies- Policy
  - 5852 Equal Access- Policy
  - 7610 Vandalism- Policy & Regulation
  - 9323 Notification of Juvenile Offender Case Disposition- Policy

Name	Motion	Yes	No	Abstain
Irene Hughes				
Carol Labin	1st	X		
Jean Frazier		X		
Deborah Harkness	2nd	X		
Jane Romanowski		X		

GOVERNANCE:

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a Fire drill on 3/13/24 and a Shelter in Place security drill on 3/8/24.
2. To approve the use of Willits Hall (Gym) and Gym Lobby Bathrooms for the PTA Reptile World Fundraiser Assemblies from 11:30 AM to 2 PM during the week of August 19th-22nd, 2024.

Name	Motion	Yes	No	Abstain
Irene Hughes				
Carol Labin	1st	X		
Jean Frazier		X		
Deborah Harkness		X		
Jane Romanowski	2nd	X		

COMMITTEE REPORTS: *None*

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

OLD BUSINESS: *None*

NEW BUSINESS: Discussion about what lunches the PTA provides for the 6<sup>th</sup> Grade Trip. Discussion about the status for choice seats for the 2024-2025 school year. Discussion about Kindergarten/Pre-school Round-up dates.

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.

ADJOURNMENT

BE IT RESOLVED, The Board of Education meeting will be adjourned 5:18pm.

Name	Motion	Yes	No	Abstain
Irene Hughes				
Carol Labin	1st	X		
Jean Frazier		X		
Deborah Harkness		X		
Jane Romanowski	2nd	X		

Respectfully submitted,

*Steven Terhune*

School Business Administrator/Board Secretary