

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

PUBLIC MINUTES
BUSINESS MEETING

PLACE: Beach Haven Elementary School
DATE: November 29, 2023
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 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 October 25, 2023

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

PRESENTATION: Mr. Loeffler- District Update- November 2023 – construction update; boiler project awaiting completion of punch list items; exterior building project awaiting arrival of several items and completion of punch list items; PTA donation on the agenda; PTA ads for the play program; Sandpaper articles; policies on the agenda; staffing recommendations on the agenda; articulation with Southern Regional Middle School; rapid training for phonics update; Preschool report card update; Holiday concert; Aladdin Jr play rehearsals and the 6th Grade Trip decision.

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COMMUNICATIONS:

EXECUTIVE SESSION:

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

- a. Certificated Personnel – continuing articulation with SRMS
- b. Non-Certificated Personnel – new part time paraprofessional position

The Board of Education anticipates being in Executive Session for approximately 10 minutes and action will be taken upon return to public session. 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.

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

The Board of Education entered Executive Session at 5:08 pm

ADJOURNMENT FROM EXECUTIVE SESSION:

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

The Board of Education returned to Public Session at 5:12 pm

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.

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SUPERINTENDENT RECOMMENDATIONS:

Actions to Be Taken:

Finance/Operations:

1. BE IT RESOLVED by the Beach Haven Board of Education that the November 2023 bills totaling \$124,643.44 for the 2023-2024 school years as well as the October 2023 Payroll Bills totaling \$112,335.32 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 October 2023.
3. To accept the revised financial report of the Secretary for the month ending October 31, 2023: Balance on hand \$1,451,783.83.

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 October 31, 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 October 31, 2023, 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 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 October 2022.
5. To acknowledge the filing of the following reports with the NJ Department of Education:
 - NJ Smart Student Data - 10/31/2023
 - NJ Smart Staff Data - 10/31/2023
 - Title I Comparability Report - 10/26/2023
 - District Report of Transported Students (DRTRS) - 11/02/2023
 - Application for State School Aid (ASSA) - 11/16/2023
 - NJ Smart Performance Reports - 11/21/2023

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6. To accept the Beach Haven P.T.A. donation of \$100 scholastic dollars per teacher to add books for their classrooms.

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

EDUCATION:

1. To approve Brian Ball to attend mandated training on Integrated Pest Management on December 1st from 8:30 AM -12:30 PM and the Indoor Air Quality Training on December 15th from 8:30 AM - 12:30 PM at the Ocean County Fire Academy.
2. To approve Theodore Loeffler to attend Mandatory School Safety Specialist Training, “Basic K-12 Behavioral Threat Assessment and Management Training (Virtual-Live) Sessions”, Thursday, December 14, from 8:30 AM – 3 PM. The cost is \$0.
3. To approve the completion of the Superintendent Residency/Mentoring Program and payment of \$2,500.00 as per the residency agreement.
4. To approve the 2nd-grade class to join our 1st-grade class (previously approved) to attend the Holiday Assembly at Southern Regional High School on December 21, 2023, at 9:30 am.
5. To approve (Retroactively) Theodore Loeffler to attend Math Articulation with Southern Regional Middle School on November 29th from 8- 9:30 AM.
6. To approve Olivia Swanson for Foundations Level 2 Training for \$300 on November 30th, 2023, through the Wilson Language Training.
7. To approve the attendance at a continued articulation with Southern Regional Middle School on December 13 for Sara Holleran and Jessica Weihr.

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

PERSONNEL:

1. To approve Beth Keklak, RN, as a substitute school nurse through Bilingual Therapies at a rate of \$75 per hour. (This substitute will only be used when our other nurse substitutes are unavailable.)
2. It is recommended that the Board approves the following updated appointments through the reorganization meeting in January 2024 based on CEFM Certification and Policy 7422:
 - IPM Coordinators
 - Facility Manager/Day Custodian
 - Superintendent/Principal

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3. To approve Olivia Swanson as a leave replacement teacher in the 2nd grade from January 2nd, 2023 to June 30th, 2023 at Step 1 BA salary, prorated.
4. To approve Olivia Swanson for 4 transition days at the daily substitute rate from December 19th, 2023 to December 22nd, 2023 in the second grade classroom.
5. To approve the creation of a new part time paraprofessional position in the district and authorize posting for the anticipated position as well as substitute coverage until staff is formally appointed at a future Board of Education meeting.

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

POLICY/REGULATION:

1. To approve the following Policies and Regulations on the second reading:
 - a. Policy 2270 Religion in the Schools (Update of current Policy)
 - b. Policy 3161 Examination for Cause (Update of current Policy)
 - c. Policy and Regulation 3212 Attendance (M)
 - d. Policy 3324 Right of Privacy (Update of current Policy)
 - e. Policy 4161 Examination for Cause (Update of current Policy)
 - f. Policy and Regulation 4212 Attendance (M)
 - g. Policy and Regulation 5116 Education of Homeless Children and Youths (Update of current Policy)
2. To acknowledge the annual Policy Review for policy 5331 as required. No policy updates are recommended at this time.

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

GOVERNANCE:

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a fire drill on 11/17/23, 2023, and a Security drill (Active Shoot Lockdown) on 11/15/23, 2023.
2. To approve the use of Willitis Hall (gym) for the PTA on December 7th from 3 pm-7 pm for the PTA Christmas Party/Pic with Santa.

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

COMMITTEE REPORTS:

OLD BUSINESS: The Board discussed whether the playground would be closed in Summer 2024 for any anticipated projects. At this time the district does not anticipate a playground closure for the Summer of 2024.

NEW BUSINESS: The Board discussed the timeline for the upcoming submission of the FY2023 Audit.

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 at 5:18 pm

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

Respectfully submitted,

Steven Terhune

School Business Administrator/Board Secretary