

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

PUBLIC MINUTES  
REORGANIZATION MEETING

PLACE: Beach Haven Elementary School  
DATE: January 4, 2024  
TIME: 5:02 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, and mailed to the County Superintendent of Schools.

ROLL CALL:

Name	Present	Absent
Jean Frazier	X	
Deborah Harkness	X	
Irene Hughes	X	
Carol Labin	X	
Jane Romanowski	X	

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

FLAG SALUTE: Pledge of Allegiance to the Flag

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 ask that you see the Administrator 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.

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Official Results of the 2023 School Election:

- Jean Frazier – 313 votes
- Deborah Harkness – 403 votes
- Write-in - 3 votes

Board Secretary Administers Oath of Office to Jean Frazier and Deborah Harkness.

Board Secretary Conducts Election of Board President

Steven Terhune opened the floor for nominations for the office of Board President.

Motion by Carol Labin, Second by Deborah Harkness to nominate Irene Hughes for Board President.

There were no other nominations for the office of Board President.

On roll call the nomination for Irene Hughes as Board President was unanimously approved.

Board President Conducts Election of Vice President

Irene Hughes opened the floor for nominations for the office of Board Vice President.

Motion by Irene Hughes, Second by Jean Frazier to nominate Carol Labin for Board Vice President.

There were no other nominations for the office of Board Vice President.

On roll call the nomination for Carol Labin as Board Vice President was unanimously approved.

Actions for Reorganization:

a. It is recommended that the Board appoint Steve Terhune as Business Administrator/ Board Secretary through reorganization in January 2025.

b. It is recommended that the board adopt all existing Bylaws, Policies, Regulations, Curricula, Textbooks, Chart of Accounts, and all Teacher, Administrator, and other Staff Evaluation Instruments.

c. It is recommended that the Board adopts the following meeting schedule and times:

Be it resolved that the regular meetings of the Beach Haven Board of Education will be held in the Faculty Room at 5:00 p.m. at the Beach Haven School, Eighth & Beach Avenue, Beach Haven, NJ 08008, on:

**2024**

- January 24, 2024
- February 28, 2024

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- March 20, 2024\*
- April 24, 2024
- May 22, 2024
- June 26, 2024
- July 24, 2024
- August 28, 2024
- September 25, 2024
- October 23, 2024
- November 20, 2024\*
- December 18, 2024\*

**2025**

- January 9, 2025\*\*

\* Third Wednesday of the month

\*\* Second Thursday of the month

d. Discussion of Board Committees

e. Read and Adopt Code of Ethics:

18A:12-24.1 Code of Ethics for School Board Members:

A school board member shall abide by the following Code of Ethics for School Board Members:

1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my board action to policy making, 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.
4. 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.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
6. 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.

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7. 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 school.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution

f. Approve Purchasing Agent:

It is recommended that the Board approve Steve Terhune as the Qualified Purchasing Agent for the Beach Haven School District / Board of Education

g. Set Quote Threshold and authorize Purchasing Agent to Award Contracts Up to Bid Threshold:

It is recommended that the Board approve the district bid limit at \$44,000 and the quotation limit of \$6,600. The purchasing agent is authorized to award bids up to the bid threshold.

h. Approve Payment of Bills between Board Meetings

It is recommended that the Board approve the payment of bills between board meetings.

i. Approve Budget Transfers between Board Meetings

It is recommended that the Board approve, as provided by N.J.S.A. 18A:22-8-1 amended, that the Superintendent of designee, be designated to approve such line item budget transfers as necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

j. Approve Procurement of Goods and Services through State Agencies (State Contracts), Federal Agency and Purchasing Cooperatives:

It is recommended that the Board approve the procurement of Goods and Services through State Agencies via State Contract and through Federal Agencies via GSA Contracts. It is also recommended that the Board approve the procurement of Goods and Services through the following cooperatives: Educational Data Services, Education Services of NJ Consortium, Camden County Educational Services Consortium of NJ, Hunterdon County Education Services Consortium, and Stafford Township Purchasing Consortium.

k. Authorization to Invest Monies

It is recommended that the Board authorize the Business Administrator to invest monies in federally approved and State Government Unit Deposit Protection Act authorized banks with the award to be given to the bank quoting the highest return.

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1. District Plan Manuals

It is recommended the Board approve the Integrated Pest Management Plan, Purchasing Manual, Comprehensive Equity Plan, Comprehensive Maintenance Plan, AHERA Plan, Hazard Communication Plan, Indoor Air Quality Plan, Drinking Water Testing Plan, Internal Controls and Standard Operating Procedures, Safe Return ARP Plan 2023-2024, District Position Control Roster, Affirmative Action Plan, Long Range Facility Plan, School District Emergency Management Plan and OPRA form.

m. Compliance Officers

It is recommended that the Board approves the following appointments through the reorganization meeting in January 2025:

Compliance Category	Staff Member Responsible
Affirmative Action Officer (employees & classroom)	School Nurse
District Bullying Coordinator and Anti-Bullying Specialist	School Nurse
Affirmative Action Officer Contracts	Business Administrator
Public Agency Compliance Officer	Business Administrator
Americans w/ Disabilities Coordinator	Superintendent/Principal
Section 504 Officer	Superintendent/Principal
Contracting Officer	Business Administrator
Rep for the purpose of applying for State & Federal Funds	Business Administrator
DCCP liaison	Superintendent/Principal
AHERA Officer	Superintendent/Principal
Safety and Health Designee	Superintendent/Principal
IPM Coordinators	Superintendent/Principal Facility Manager/Day Custodian
Indoor Air Quality Designee	Superintendent/Principal
HCS/Right to Know Officer	Facility Manager

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Custodian of Public Records	Business Administrator
Homeless Liaison	Superintendent/Principal
School Safety Specialist	Superintendent/Principal

n. It is recommended that the Board adopt the following newspaper as the official newspapers of District:

The Asbury Park Press as the Official Newspaper of the School District for the 2024 calendar year and The Atlantic City Press as the secondary Official Newspaper of the School District for the 2024 calendar year.

o. The recommendation that the official depository of school funds be TD Bank. And Be It Further Resolved that the following warrant signatures be approved:

- Current Account - Board President, Business Administrator, Superintendent (two of three)
- Agency Account - Business Administrator, Superintendent (one of two)
- Payroll Account - Business Administrator, Superintendent (one of two)
- Capital Account - Board President, Business Administrator, Superintendent (two of three)
- Student Activity - Business Administrator, Superintendent (one of two)
- Yearbook Account - Business Administrator, Superintendent (one of two)
- Scholarship Account - Business Administrator, Superintendent (one of two)

p. Tax Shelter Providers

It is recommended that the Board approve the following 403(b) tax shelter providers:

AXA Equitable  
Lincoln Financial

q. Election Results 2023 School Year

It is recommended that the Board accept the Statement of Determination and Official Results relative to the Beach Haven Regional School District, certified by the Ocean County Board of Canvassers from the canvass of the Official School Election held on November 7, 2023.

r. Approve Threshold for "Regular District Travel":

It is recommended that the Board approve \$150 per staff member for school business travel where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given year. This shall be effective for the 2024-25 school year. Travel expenses for the 2024-25 school year will not exceed \$5,000.

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s. Establish Petty Cash funds for the following locations with the maximum amount identified:

District Petty Checking                              \$200.00

t. Appointed Officials:

It is recommended that the Board approve extending the following appointed officials through the reorganization in January 2025:

School Physician	James Suddeth, MD
Liability & Workers Comp Broker	Van Dyk Group
Dental & Vision Broker	Brown & Brown Benefit Advisors
Attendance Officer	James Markoski
Attorney	Machado Law Group
Auditor	Jump, Perry and Company
Policy Services Provider	Strauss-Esmay, LLP

u. Substitute Rate

It is recommended that the Board approve the increase of the per diem substitute teacher rate to \$125, effective January 1, 2024.

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

OLD BUSINESS: None

NEW BUSINESS: None

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 would ask that you see the Superintendent after the meeting since the Board does not discuss such items in public.

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ADJOURNMENT

BE IT RESOLVED, The Board of Education meeting be adjourned at 5:17 pm.

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

Respectfully submitted,

*Steven Terhune*

School Business Administrator/Board Secretary