BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

PUBLIC MINUTES
BUSINESS MEETING

PLACE: Beach Haven Elementary School
DATE: April 29, 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, 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	X	
Deborah Harkness	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 March 19, 2025
2. Special Meeting Public Minutes of April 8, 2025
3. Special Meeting Executive Session Minutes of April 8, 2025

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

PRESENTATION:

- Mr. Loeffler- District Update- April 2025 – enrollment update; chronically absent update; 0 HIB and suspensions this year; science fair; pep rally; County Teacher of the Year recognition and C. Labin Board Member service recognition by Ocean County School Boards Association; Teacher of the Year conference in Florida; Strategic Planning and agenda items.

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 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.

SUPERINTENDENT RECOMMENDATIONS:
Actions to Be Taken:

Finance/Operations:

1. BE IT RESOLVED by the Beach Haven Board of Education that the April 2025 bills totaling $286,717.60 for the 2024-2025 school year, as well as the March 2025 Payroll Bills totaling $115,574.83 for 2024-2025, 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 March 2025.

3. To accept the revised financial report of the Secretary for the month ending March 31, 2025: Balance on hand $1,665,627.29.

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 March 31, 2025, 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 March 31, 2025, 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 March 2025.

5 To approve the renewal of Business Services Shared Service Agreement with the Southern Regional School District for the period from July 1, 2025 through June 30, 2027.

6. To approve the disposal of the following obsolete equipment items through the methods identified:

- School bus - Thomas 2007 54 Passenger Bus - VIN 1T7YN4A2571281002 - scrap through junk yard due to known issues making the vehicle not roadworthy (explore selling by Govdeals first)
- Piano - scrap through disposal due to degradation that prevents tuning.

7. To approve the Preferred Behavioral Health Services service agreement for Fit-to-Return Assessment through June 30th, 2026.

8. To approve the Shared Services Agreement with the Stafford Child Study Team from July 1, 2025, to June 30, 2027.

9. To approve the updated District's Integrated Pest Management for 2025-2026.

10. To confirm the award for Electricity Supply by the ACES Cooperative Bid to AGS prim/sec, MGS for a period of twenty-four (24) months starting May 2025 at a rate of $0.07927/kwh.

11. To approve the acceptance of $800 in PE and school activity supplies from our tremendous participation in the Kids' Heart Challenge. $700 in credit for supplies through US Games and a $100 check to our school.

12. To approve the service agreement with Propio for Language Interpretation for meetings and Document Translation (Only for documents that cannot be translated in-house) at the rates described in the agreement.

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

Public Hearing of 2025-2026 School Year Budget

Motion by Irene Hughes, second by Carol Labin to open the Public Hearing on the 2025-2026 School Year Budget. All members present voted aye.

Steven Terhune, Business Administrator, and Theodore Loeffler, Chief School Administrator, presented the proposed budget for the 2025-2026 school year. The Board of Education discussed options for reducing the

2025-2026 school year budget and decided to reduce the tax levy by $29,244 with identified offsetting appropriation reduction to co-curricular services which are detailed in the adoption resolution.

The Board of Education opened the hearing to public comment. No member of the public wished to address the Board of Education regarding the Public Hearing of the 2025-2026 school year budget.

Motion by Irene Hughes, second by Carol Labin to close the Public Hearing on the 2025-2026 School Year Budget. All members present voted aye.

2025-2026 School Year Budget:

The Superintendent recommends approval to adopt the Budget for the FY 2025-2026:

WHEREAS the tentative budget was approved by the Board of Education at the March 19, 2025 Public Meeting and submitted to the NJ Department of Education for approval; and

WHEREAS the tentative budget was approved by the NJ Department of Education on March 22, 2025; and

WHEREAS the tentative budget was advertised in the Asbury Park Press on April 15, 2025; and

WHEREAS the Final Budget for the 2025-2026 school year was presented to the public during a public hearing held in the Faculty Room of the Beach Haven School, 700 N. Beach Ave., Beach Haven, NJ on Tuesday, April 29, 2025 at 5:00 pm; and

WHEREAS the Board of Education has now determined to make modifications to the tentative budget as follows:

- Reduce Revenue by – Tax Levy – 10-1210 - $29,244
- Reduce Appropriation by – Extra-curricular salaries – 11-401-100-100 - $23,244
- Reduce Appropriation – Extra-curricular supplies – 11-401-100-600 - $6,000

NOW, THEREFORE, BE IT RESOLVED that in consideration of the above modification the Beach Haven Board of Education hereby adopts the following final budget for the 2025-2026 School Year using the 2025-2026 state aid figures:

	General Fund	Special Revenue	Debt Service	TOTAL
2025-2026 Total Expenditures	$2,756,892	$26,548	$0	$2,783,440

Less: Anticipated Revenues	$581,826	$26,548	$0	$608,374
Taxes to be Raised	$2,175,066	- $0	$0	$2,175,066

BE IT FURTHER RESOLVED, that in accordance with P.L. 2020, C. 44, the State of New Jersey has reduced the district minimum tax levy by $12,837 for the 2025-2026 school year budget; and

BE IT FURTHER RESOLVED, that the 2025-2026 school year General Fund tax levy is $64,244 below the State of NJ calculated tax levy cap and that these taxpayer savings will be placed in the district's banked cap for the next three budget years per N.J.S.A. 18A:7F-39; and

BE IT FURTHER RESOLVED, that the Board of Education includes in the budget an appropriation of unreserved fund balance in the amount of $156,733; and

BE IT FURTHER RESOLVED, that the Board of Education includes in the budget the adjustment for increased costs of health benefits in the amount of $46,178. The additional funds will be used to pay for the additional anticipated increases in health benefit premiums; and

BE IT FURTHER RESOLVED, that the Chief School Administrator and the School Business Administrator are authorized to implement the 2025-2026 budget as approved and to submit the A4F and request for tax levy payment to the appropriate governmental bodies.

Maximum Travel

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 2025-2026 school year. The maximum travel expenditure amount for 2024-2025 school year is $5,000.00, of which, $87.04 has been spent and $0 is encumbered as of March 15, 2025.

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 2025-2026 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.

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

POLICY/REGULATION:

1. To approve the following Policies and Regulations on the second reading:
    - Policy 5514 - Pupil Use of Vehicles

2. To approve the following Policies and Regulations on the first reading:
    - Policy 0142 -Board Member Qualifications, Prohibited Acts, and Code of Ethics, M
    - Policy 1620- Administrative Employment Contracts, M
    - Policy 2200- Curriculum Content M
    - Policy 2431- Athletic Competition, M
    - Policy 2431. - Heat Participation for Student-Athlete Safety, M

- Policy 2467- Surrogate Parents and Resource Family Foster Parents, M
- Policy 2415.02- Title I – Fiscal Responsibilities, M
- Policy 2515.06- Unsafe School Choice Option, M
- Policy 2415.20- Every Student Succeeds Act Complaints, M
- Policy 2418- Section 504 of the Rehabilitation Act of 1973, M

3. To abolish the following Policies and Regulations:
   - Policy 2461- Special Education Receiving Schools [Only required for receiving schools].

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

PERSONNEL:

1. Approve the employment of the following tenured staff members for the 2025-2026 school year at the BHEA Agreement salaries:
   a. Christine Bresley
   b. Suzanne Henry
   c. Jessica Wiehr
   d. Robert Barrett (.8 FTE)
   e. Ann Marie Deakyne
   f. Jill Falletta
   g. Sarah Holleran
2. Approve the employment of the following non-tenured staff members for the 2025-2026 school year at the BHEA Agreement salaries:
   a. Makaela Gevaras
   b. Melanie Buda
   c. Joseph Elmo, Jr.
   d. Holly Herriger
   e. Olivia Swanson
   f. Beth Cartegna
3. Approve the employment of the following non-unit staff members for the 2025-2026 school year:
   a. Brian Ball
   b. Robert Barrett (.2 FTE)
   c. Vern Berube
   d. Kimberly Carey
   e. Sharon Dugan
   f. Ellen Ciceri
   g. John Palombo
   h. Eileen Corey

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

EDUCATION:

1. To approve Theodore Loeffler to attend mandatory educator evaluation training, Danielson Refresher for Experienced Administrators, August 13, 2025, from 9-11 AM for $106/2 hrs SRI/ETTC.
2. To approve Theodore Loeffler to attend the mandatory legal training, School Law Boot Camp for School Administrators.
3. To approve Theodore Loeffler to attend the NJSBA workshop in Atlantic City from October 20 to October 23, 2025, for $550.
4. To approve a field trip for 6th-grade students, Mrs. Wiehr and Mr. Loeffler, to I-Play America in Freehold, NJ, on May 23, 2025, for $481 from 8:45 AM to 2:35 PM.
5. To approve Melanie Buda's attendance at the Tools of the Mind TEACH virtual conference on May 7th and 8th from 12:00 to 3:00 for a cost of $40.00.
6. To approve Suzanne Henry to attend a workshop (virtual) on Special Educators for the cost of $295
7. To approve a field trip for pre-k to Popcorn Park Zoo in Forked River on May 12, 2025
8. To approve a field trip for 3rd grade to Tuckerton Seaport on May 5, 2025, from 8:30-2:30 for the cost of $350.00

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

GOVERNANCE:

1. Ratification of the Memorandum of Agreement and salary guides with the Beach Haven Education Association (BHEA) for the period from July 1, 2025, through June 30, 2028. This agreement was ratified by the BHEA on March 25, 2025.

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

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a Fire drill on 4/17/25 and a Shelter-in-place security drill on 4/4/25.
2. To approve the use of the blacktop/school yard for the PTA on June 14th from 9-6 for Hop Sauce Festival Parking

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

COMMITTEE REPORTS:

OLD BUSINESS:

NEW BUSINESS:

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 5:18pm.

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

Respectfully submitted,

Steven Terhune

School Business Administrator/Board Secretary