

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

PUBLIC MINUTES  
BUSINESS MEETING

PLACE: Beach Haven Elementary School  
DATE: March 19, 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 <i>by phone</i>	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 26, 2025
2. Executive Session Minutes of February 26, 2025

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

PRESENTATION:

- Mr. Loeffler- District Update- March 2025 – enrollment update; HIB; teacher observations; report cards; strategic planning process during April, May and June; new school bus; PTA meeting; Teacher of the Year Colloquium; Tools of the Mind; the baby chicks have hatched; Principal of the Day; PE Teacher of the Day; Sportsmanship Day.

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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.

Susan Sharkey addressed the Board of Education about the Compassion Café's involvement in the Compassion Club WIN Program. Both Lauren and Erin from the Compassion Café spoke about their involvement working with the students through the club and the effect that the collaboration has had on them and the students. Susan Sharkey thanked the Board of Education for their support of the club and the program. Additionally, Susan Sharkey thanked the District for the TREP\$ Program and the resulting donations to the Compassion Café.

SUPERINTENDENT RECOMMENDATIONS:

Actions to Be Taken:

Finance/Operations:

1. BE IT RESOLVED by the Beach Haven Board of Education that the March 2025 bills totaling \$69,693.22 for the 2024-2025 school year, as well as the February 2025 Payroll Bills totaling \$116,293.33 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 February 2025.
3. To accept the revised financial report of the Secretary for the month ending February 28, 2025: Balance on hand \$1,419,443.87.

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 28, 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 February 28, 2025, after review of the Secretary's monthly financial report (appropriations' section) and upon consultation with the

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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 February 2025.
5. To approve the preliminary 2025-2026 school year budget:

BE IT RESOLVED that the tentative budget be approved for the 2025-2026 School Year using the 2025-2026 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
2025-2026  Total  Expenditures	   \$2,786,136	   \$26,548	   \$0	   \$2,812,684
Less:  Anticipated  Revenues	   \$581,826	   \$26,548	   \$0	   \$608,374
Taxes to be  Raised	   \$2,204,310	   - \$0	   \$0	   \$2,204,310

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 a public hearing be held at the Beach Haven Board of Education located at 700 N. Beach Ave., Beach Haven, NJ on Wednesday, April 30, 2025 at 5:00 p.m. for the purpose of conducting a public hearing on the budget for the 2025-2026 School Year.

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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 proposed 2025-2026 school year General Fund tax levy is \$35,000 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 tentative 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 tentative 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

**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

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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.

6. To approve the renewal of vision insurance through VSP Vision Care for the period from July 1, 2025 through June 30, 2027 at the following rates, which represent a 0% increase:

- Employee Only - \$17.84/month
- Employee + one - \$28.55/month
- Employee + children - \$29.14/month
- Employee + family - \$46.99/month

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

**POLICY/REGULATION:**

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

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

**PERSONNEL:**

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EDUCATION:

- To approve Ellen Ciceri to participate in the annual mandated training as the District's Anti Bullying Coordinator/Specialist through LEGAL ONE- "Anti-Bullying Specialist (ABS) Online Certificate Program" for \$500.00.
- To acknowledge a price difference for the Grounds for Sculpture field trip in Hamilton, NJ, from \$210.00 to \$335.00
- To approve a field trip for the 6th grade on April 7, 2025, to Cedar Bridge Tavern in Barnegat from 8:45 to 12:00 at no cost.
- To approve a field trip for the Prek on March 24, 2025, to PetSmart in Manahawkin from 9:00 to 10:30 at no cost.
- To approve a field trip for all grades on May 30, 2025, to Southern Regional High School (Project Adventure) from 8:45 to 11:30 at no cost.
- To acknowledge the cost of a field trip of \$168.00 to Historic Allaire Village, that was previously board approved on 2/26/25.
- To approve Suzanne Henry to attend (virtually) a workshop for teaching students with learning disabilities for \$190.00. (This replaces a previously approved, 8/28/24, PD that was cancelled)
- To approve Stouts Transportation bus rental for the 6th grade trip to NYC on May 7, 2025 for the cost of \$2487.20
- To approve Johns of Times Square restaurant for the 6th grade trip to NYC on May 7, 2025 for the cost of \$446.50

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

GOVERNANCE:

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a Fire drill on 3/10/25 and a Shelter-in-place security drill on 3/14/25.
2. To approve the use of Willits Hall for the PTA for the book fair on May 15th (set up 2:45) and May 16th, 2025.
3. To approve the use of the blacktop for the PTA Craft Fair on May 31, 2025 (6/1/25 rain date) from 8:00 to 4:00.

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

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COMMITTEE REPORTS: Negotiations Committee had its third scheduled negotiations meeting with the BHEA on March 3, 2025 and has reached a tentative agreement with the BHEA, pending the development of salary guides.

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 5:23 pm.

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