

PUBLIC MINUTES
BUSINESS MEETING

PLACE: Beach Haven Elementary School
DATE: July 23, 2025
TIME: 5:02 p.m.

CALL TO ORDER:

The 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 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 June 25, 2025

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

PRESENTATION:

- Mr. Loeffler-
 - District Update- July 2025 – student enrollment update; student attendance update; annual plans and agenda items.

COMMUNICATIONS:

EXECUTIVE SESSION:

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

- a. Attorney/Client Privilege – Attorney advised annual plans
- b. Security Matters – District Security Plan

The minutes of Executive Session proceedings will be made available to the public to the extent that they do not divulge legally protected, confidential information and after the board approves them. The Board of Education anticipates being in Executive Session for approximately 15 minutes. Action will be taken upon return to public session.

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

The Board of Education entered into Executive Session at 5:05 pm

ADJOURNMENT FROM EXECUTIVE SESSION:

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

The Board of Education returned to public session at 5:35 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 kindly request that you see the Administrator after the meeting, as 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 July 2025 bills totaling \$98,888.51 for the 2025-2026 school year, June 2025 bills totaling \$5,734.28 for the 2024-2025 school year, as well as the June 2025 Payroll Bills totaling \$120,972.92 for 2024-2025 school year, 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 June 2025.
3. To accept the revised financial report of the Secretary for the month ending June 30, 2025: Balance on hand \$1,735,000.83.

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 June 30, 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 June 30, 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 June 2025.
5. To approve 2025-2026 Shared Service Agreement - Library Media Specialist - Beach Haven BOE & Southern Regional School District BOE.
6. To approve a Shared Service Agreement with Eagleswood Township BOE for Guidance Counselor for the 2025-2026 school year.
7. To accept the 2025-2026 School Year Cash Flow Projection report.
8. To accept the updated Standard Operating Procedures Manual.

9. To approve an increase in the district bid limit from \$44,000 to \$53,000, effective July 1, 2025. In addition, to approve an increase in the quotation limit from \$6,600 to \$7,950, effective July 1, 2025. The purchasing agent is authorized to award bids up to the bid threshold. The increases are in accordance with the five-year adjustment issued by the State of NJ, Treasurer's Office pursuant to N.J.S.A. 18A:18A-3.
10. To renew the agreement with Kathy Hopkins for Occupational Therapy services for the 2025-2026 School Year at an hourly rate of \$52.50.
11. To authorize the application for the following Federal Grant Funds for the 2025-2026 School Year:
 - IDEA Basic - \$16,763
 - IDEA Preschool - \$566
12. To authorize submission of the following reports to the NJ Department of Education:
 - NJ School Register Summary - 2024-2025 School Year
 - Board Secretary and Treasurer Reports - June 30, 2025
 - NJ Smart Staff and Student Reports - 2024-2025 School Year
 - NJSLEDS Initial Reports - 2025-2026 School Year
 - NJ Coordinated Transportation Report - 2025-2026 School Year

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

POLICY/REGULATION:

1. To approve the following Policies and Regulations on the first reading:
 - Policy 5339.01 Student Sun Protection M
 - Policy 5620 Expulsion M
 - Policy 5611 Removal of Students for Firearms Offenses M
 - Policy 5612 Assaults on District Board of Education Members or Employees M
 - Policy 5613 Removal of Students for Assaults with Weapons Offenses M
 - Policy 6115.01 Federal Awards/Funds Internal Controls-Allowability of Costs M
 - Policy 6115.02 Federal Awards/Funds Internal Controls- Mandatory Disclosures M
 - Policy 6115.03 Federal Awards/Funds Internal Controls- Conflict of Interest M
 - Policy 6360 Political Contributions M
 - Policy 6362 Contributions to Board Members and Contract Awards M
 - Policy 6470.01 Electronic Funds Transfer and Clamant Certification M
 - Policy 8651 Community Use of Transportation M
 - Policy 9320 Cooperation with Law Enforcement Agencies M
2. To approve the following Policies and Regulations on the second reading:
 - Policy 4125 Employment of Support Staff Members M

- Policy 4421.13 Postnatal Accommodations M
- Policy 5111 Eligibility of Resident/Nonresident Students M
- Policy 5305 Health Services Personnel M
- Policy 5308 Student Health Records M
- Policy 5310 Health Services M
- Policy 5338 Diabetes Management M
- Policy 5600 Student Discipline/Code of Conduct M

3. 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	1st	X		
Carol Labin	2nd	X		
Jean Frazier		X		
Deborah Harkness		X		
Jane Romanowski				

PERSONNEL:

1. To approve Katie Desmond for NJQSAC curriculum writing updates at Schedule B \$48 per hour if no staff respond to the open posting.

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

EDUCATION:

1. To approve the 2025-2026 Parent/Student Handbook.
2. ~~To approve the 2025-2026 Beach Haven Safety and Security Plan.~~ ***(this item has been removed from the agenda and motion)***
3. To approve the 2025-2026 Safe Return Plan.
4. To approve the Beach Haven School 2025-2030 Strategic Plan.
5. To approve the Beach Haven 2025-2026 Mentoring Plan.
6. To approve the 2025-2026 Sudden Cardiac Event Emergency Action Plan (Janet's Law).
7. To approve the Beach Haven Danielson evaluation and rubrics for the 2025- 2026 school year.
8. To approve Theodore Loeffler as a mentor to Jill Falletta for the NJEXCEL Program.
9. To approve Jessica Wiehr as a home instructor for the 2025 -2026 school year.
10. To approve Immigration Agent Access to School Facilities and Students, Beach Haven School Plan for the 2025-2026 school year.
11. To approve the BH 2025-2026 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

12. To approve the 2025-2026 Memorandum of Understanding for Live Streaming Video with Beach Haven Borough Police Department.
13. To approve the 2025-2026 Memorandum of Understanding for Live Streaming Video with Beach Haven Borough Police Department and the Long Beach Township Police Department.
14. To approve the Beach Haven School District and Beach Haven Library Facility Use Agreement for the 2025-2026 school year.
15. To approve the Beach Haven Emergency Evacuation Site Agreement with Borough Hall for the 2025-2026 school year.
16. To approve curriculum writing hours for updates to our Science curriculum for K-6 teachers, as well as ELA and Math County Updates to meet NJQSAC standards, Schedule B \$48 per hour.
17. To designate Jill Falletta as the acting Administrator in Charge as needed during the absence/s of the Principal.
18. To approve Beach Haven School Improvement Panel Members for the 2025-2026 School Year:
 - a. Ann Marie Deakyne, (1st year)
 - b. Theodore Loeffler, Superintendent/Principal
 - c. Jill Falletta, Teacher (3rd Year)

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

GOVERNANCE:

FACILITIES/OPERATIONS:

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 5:41 pm.

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

Respectfully submitted,

Steven Terhune

School Business Administrator/Board Secretary