PUBLIC MINUTES

BUSINESS MEETING

PLACE: Beach Haven Elementary School

DATE: April 26, 2017

TIME: 5:00 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 into the Clerk of the Municipality; advertised in Asbury Park Press and mailed to the County Superintendent of Schools.

ROLL CALL:

|  |  |  |
| --- | --- | --- |
| Name | Present | Absent |
| Irene Hughes | X |  |
| Jean Frazier | X |  |
| Carol Labin | X |  |
| Jen Tomlinson | X |  |
| Meredith O’Donnell | X |  |

FLAG SALUTE: Pledge of Allegiance to the Flag was lead by Irene Hughes.

1. PUBLIC SESSION MINUTES TO BE APPROVED FOR:
	1. March 27, 2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Motion | Yes | No | Abstain |
| Irene Hughes | 2 | X |  |  |
| Jean Frazier |  | X |  |  |
| Carol Labin |  | X |  |  |
| Jen Tomlinson |  | X |  |  |
| Meredith O’Donnell | 1 | X |  |  |

1. PRESENTATION: Beach Haven Board of Education 2017-2018 Budget

Dr. Savage presented the 2017-2018 to the Beach Haven Board of Education as well as members of hte public. The presentation consisted of two (2) handouts that outlined the overall budget as well as the tax impact (0% increase).

1. COMMUNICATIONS: None
2. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

The meeting was opened to the public for comments on specific Agenda Items only.

There were no public comments.

1. SUPERINTENDENT RECOMMENDATIONS:

Actions to Be Taken

Finance/Operations:

1. To authorize the Superintendent of Schools to make the following transfers within accounts for the month of January 2017.

2. BE IT RESOLVED by the Beach Haven Board of Education that the April 2017 bills totaling $35,875.46 as well as the March 2017 updated bills totaling $288,517.12 for 2016-2017 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.

3. To accept the financial report of the Secretary for the month ending January 31, 2017: Balance on hand $987,144.63.

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, Brian F. Savage, School Business Administrator/Board Secretary, certifies that as of January 31, 2017, 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.

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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 January 31, 2017, 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 January 31, 2017.

5. RESOLVED, That the tentative budget for the 2017-2018 school year be adopted in the CURRENT EXPENSE FUND 10 amount of $2,065,945, SPECIAL REVENUE FUND 20 in the amount of $24,516, and DEBT SERVICE FUND 40 in the amount of $0.

FURTHER, be it resolved that $1,811,354 should be raised for the GENERAL FUND and $0 should be raised for the DEBT SERVICE FUND for the 2017-2018 school year.

FURTHER, be it resolved that the revenues for the 2017-2018 school year be adopted in the amounts of CURRENT EXPENSE FUND 10 in the amount of $2,065,945, SPECIAL REVENUE FUND 20 in the amount of $24,516 and DEBT SERVICE FUND 40 in the amount of $0.

BE IT RESOLVED, that the Beach Haven Board of Education accept School Choice Aid of $164,983; Categorical Special Education State Aid of $31,541.00; Categorical Security Aid of $2,548; Adjustment Aid of $25,382; Categorical Transportation Aid of $619 PARCC Readiness/Pupil Growth Aid of $1,670 and

BE IT RESOLVED, that the School Business Administrator authorized the advertisement of said tentative budget in the *Asbury Park Press* in accordance with the format required by the State Department of Education and according to law; and

WHEREAS, the Beach Haven 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

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. 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

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed $150 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds $1,500 in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.3 et seq., 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

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A: 23A-7.3 et seq. 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 approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of $5,000 for all staff and board members.

WHEREAS, school district policy #9120 & #0177, NJAC 6A:23A-5.2(b) and NJAC 6A:23A-9.3(c)14 provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such public relations and professional services for 2017-2018 School Year.

NOW, THEREFORE BE IT RESOLVED, that the Beach Haven Board of Education hereby establishes the school district public relations and professional services maximum for the 2017-2018 School Year at the sum of:

 Professional Services:

 Attorney(s): $ 7,000

 Auditor: $ 7,000

 Treasurer of School Monies $ 1,800

 OT/PT/Speech $ 65,000

 Public Relations: $ 2,000 and

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED that the supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations.

6. Approve to accept the donation from The Beach Haven PTA of $2,500.00 to be used for the creation of a reading nook, and to update, and replace recess materials.

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| --- | --- | --- | --- | --- |
| Name | Motion | Yes | No | Abstain |
| Irene Hughes | 1 | X |  |  |
| Jean Frazier | 2 | X |  |  |
| Carol Labin |  | X |  |  |
| Jen Tomlinson |  | X |  |  |
| Meredith O’Donnell |  | X |  |  |

1. EDUCATION:

1. Approve the purchase of theater tickets for the 2017-2018 New York City sixth grade play trip.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Motion | Yes | No | Abstain |
| Irene Hughes |  | X |  |  |
| Jean Frazier | 1 | X |  |  |
| Carol Labin |  | X |  |  |
| Jen Tomlinson |  | X |  |  |
| Meredith O’Donnell | 2 | X |  |  |

1. PERSONNEL:
2. Approve the following tenured certified staff for the 2017-2018 school year: Christine Bresley, Marjie Carnevale, Stephanie Konsig, Margaret Fay, Deborah Harkness, Suzanne Henry, Patrice Pottichen, and Jessica Wiehr.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Motion | Yes | No | Abstain |
| Irene Hughes | 1 | X |  |  |
| Jean Frazier | 2 | X |  |  |
| Carol Labin |  | X |  |  |
| Jen Tomlinson |  | X |  |  |
| Meredith O’Donnell |  | X |  |  |

I. POLICY/REGULATION:

1. To approve Approve the Monthly Harassment, Intimidation & Bullying Incidents - Zero Incidents for March 2017

2. To approve the second reading of the following policies:

 P & R 2460 Special Education (Revised)
 R 2460.1 Special Ed.- Location, Identification, and Referral (Revised)
 R 2460.8 Special Ed.- Free and Appropriate Public Education (Revised)
 R 2460.9 Special Ed.- Transition from Early intervention Programs to

Preschool Programs (Revised)

R 2460.15 Special Ed.- In-Service Training Needs for Professional and

Paraprofessional Staff (New)

R 2467 Surrogate Parents and Foster Parents (Revised)

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| --- | --- | --- | --- | --- |
| Name | Motion | Yes | No | Abstain |
| Irene Hughes | 1 | X |  |  |
| Jean Frazier |  | X |  |  |
| Carol Labin |  | X |  |  |
| Jen Tomlinson | 2 | X |  |  |
| Meredith O’Donnell |  | X |  |  |

K. FACILITIES/OPERATIONS:

1. Approve the Fire Drill for March 21, 2017 and Security Drill for March 31, 2017.

2. Approve the Beach Haven Police Department’s request to use the gym on May 30th,

31st, and June 5th from 4:00 p.m. until 12:00 a.m. for the purpose of conducting police training.

3. Approve the Beach Haven Community Arts Program’s request to hang their sign on our

fence advertising the Free Summer Concert Series every Wednesday during the summer season.

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| --- | --- | --- | --- | --- |
| Name | Motion | Yes | No | Abstain |
| Irene Hughes | 1 | X |  |  |
| Jean Frazier |  | X |  |  |
| Carol Labin |  | X |  |  |
| Jen Tomlinson | 2 | X |  |  |
| Meredith O’Donnell |  | X |  |  |

L. COMMITTEE REPORTS:

 There were no committee reports for the month.

M. OLD BUSINESS:

 There was no old business for the month.

1. NEW BUSINESS:

1. Approve the 2017-2018 school calendar

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| --- | --- | --- | --- | --- |
| Name | Motion | Yes | No | Abstain |
| Irene Hughes | 2 | X |  |  |
| Jean Frazier |  | X |  |  |
| Carol Labin |  | X |  |  |
| Jen Tomlinson | 1 | X |  |  |
| Meredith O’Donnell |  | X |  |  |

O. COMMENTS FROM THE MEMBERS OF THE PUBLIC ON GENERAL TOPICS ONLY

The meeting was opened to the public for comments on General Items only.

There were no comments from the public during this portion of the meeting.

P. ADJOURNMENT**:**

The Board of Education meeting was adjourned at 5:28 p.m.

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| --- | --- | --- | --- | --- |
| Name | Motion | Yes | No | Abstain |
| Irene Hughes | 1 | X |  |  |
| Jean Frazier |  | X |  |  |
| Carol Labin |  | X |  |  |
| Jen Tomlinson | 2 | X |  |  |
| Meredith O’Donnell |  | X |  |  |

Respectfully submitted,

Brian F. Savage, Ed.D.

School Business Administrator/

Board Secretary