

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

PUBLIC MINUTES
BUSINESS MEETING

PLACE: Beach Haven Elementary School
DATE: April 26, 2023
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 into 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	
Jane Romanowski	X	
Jen Tomlinson	X	
Meredith O'Donnell	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 22, 2023

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin		X		
Jane Romanowski		X		
Jen Tomlinson	2nd	X		
Meredith O'Donnell		X		

PRESENTATION: Mr. Loeffler- District Update- April 2023 – discussed: PreK Enrollment currently open for the community; release of the 2021-2022 NJ School Performance Report; Darryl McDaniel Author Visit; staff professional development day; 4th/5th grade fitness trip to Southern Regional; Liberty Science Center field trip; PTA Benefit Party on May 5; personnel committee meeting and policy updates.

COMMUNICATIONS:

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

EXECUTIVE SESSION:

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

- a. Certificated Personnel
- b. Non-Certificated Personnel

The Board of Education anticipates Executive Session lasting approximately 30 minutes and action will be taken upon the return to Public Session. The Board of Education entered Executive Session at 5:05 pm. Minutes of Executive Session proceeding will be made available to the public to the extent it does not divulge legally protected, confidential information and after the approval of said minutes by the Board.

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin		X		
Jane Romanowski		X		
Jen Tomlinson	2nd	X		
Meredith O'Donnell		X		

ADJOURNMENT FROM EXECUTIVE SESSION:

The Board of Education returned to Public Session at 6:38 pm.

Name	Motion	Yes	No	Abstain
Irene Hughes	2nd	X		
Carol Labin		X		
Jane Romanowski	1st	X		
Jen Tomlinson		X		
Meredith O'Donnell		X		

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

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:

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

Finance/Operations:

Mr. Terhune presented the Public Hearing of the 2023-2024 School Year Budget and reviewed recent bid openings.

1. BE IT RESOLVED by the Beach Haven Board of Education that the April 2023 bills totaling \$36,126.71 for the 2022-2023 school year as well as the March 2023 Payroll Bills totaling \$102,459.43 for 2022-2023 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.
2. To authorize the Superintendent of Schools to make the following revised transfers within accounts for the month of March 2023.
3. To accept the revised financial report of the Secretary for the month ending March 31, 2023: Balance on hand \$1,550,236.55.

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, 2023, 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, 2023, 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 2022.
5. To approve the renewal of the Shared Services Agreement with Stafford Township School District for one day per week of Guidance Counselor Services for the period from September 1, 2023 through June 30, 2024 as per the agreement.
6. Public Hearing and Approval of 2023-2024 Budget

The Superintendent recommends approval to adopt the Budget for 2023-2024 school year:

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

WHEREAS the tentative budget was approved by the Board of Education at the March 22, 2023 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 April 5, 2023; and

WHEREAS the tentative budget was advertised in the Press of Atlantic City and the Asbury Park Press on April 15, 2023; and

WHEREAS, the Final Budget for the 2023-2024 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 Wednesday, April 26, 2023 at 5:00 pm.

BE IT RESOLVED that the budget be approved for the 2023-2024 school year using the 2023-2024 school year state aid figures and the School Business Administrator/Board Secretary be authorized to submit the Final Budget to the Executive County Superintendent of Schools for approval to correct the projected enrollment for the 2023-2024 school year; and

	General Fund	Special Revenue	Debt Service	TOTAL
2023-2024 Total Expenditures	\$2,468,204	\$17,171	\$0	\$2,485,375
Less: Anticipated Revenues	\$347,649	\$17,171	\$0	\$364,820
Taxes to be Raised	\$2,120,555	\$0	\$0	\$2,120,555

BE IT FURTHER RESOLVED, that this budget contains a reduction to the tax levy calculation in the amount of \$12,607 due to the implementation of P.L 2020, Chapter 44; and

BE IT FURTHER RESOLVED, that banked cap in the amount of \$41,000 will expire upon submission of this tentative budget; and

BEACH HAVEN BOARD OF EDUCATION

Beach Haven, NJ 08008

BE IT FURTHER RESOLVED, that the proposed 2023-2024 school year General Fund tax levy is \$13,588 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 final budget the adjustment for increased costs of health benefits in the amount of \$20,548. The additional funds will be used to pay for the additional increases in health benefit premiums; and

BE IT FURTHER RESOLVED, that the Board of Education includes in the final budget the adjustment for the deferred PERS pension contributions and the additional interest incurred in the amount of \$5,900. The district intends to utilize the adjustment for the purpose of paying any deferred PERS pension costs and/or additional interest charges.

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 2023-2024 school year. The maximum travel expenditure amount for 2022-2023 school year is \$5,000.00, of which, \$0.00 has been spent and \$0.00 is encumbered as of March 15, 2023.

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

BEACH HAVEN BOARD OF EDUCATION

Beach Haven, NJ 08008

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 2023-2024 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED, that the Superintendent and Business Administrator are authorized to implement the 2023-2024 budget as approved and to submit the A4F and request for tax levy payment to the appropriate governmental bodies.

7. To approve the submission of the Climate Awareness Education Grant Application-Implementing the New Jersey Student Learning Standards (NJSL) for Climate Change connected to our curriculum.

Name	Motion	Yes	No	Abstain
Irene Hughes		X		
Carol Labin		X		
Jane Romanowski		X		
Jen Tomlinson	1st	X		
Meredith O'Donnell	2nd	X		

EDUCATION:

1. To approve the revised 2022-2023 school calendar.
2. To approve (retroactively) the self-paced Anti-Bully Specialist Training through NJPSA/FEA for \$500.
3. To approve the change in date for the previously approved field trip to Southern Regional High School for the Ropes Course Workshop from May 18, 2023 to May 19, 2023.

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin		X		
Jane Romanowski		X		
Jen Tomlinson		X		
Meredith O'Donnell	2nd	X		

PERSONNEL:

POLICY/REGULATION:

1. To approve the following Policies and Regulations on the second reading:
 - a. 0152- Board officers (Policy)-Revised
 - b. 0161-Call, Adjournment, Cancellation (Policy)-Revised
 - c. 0162- Notice of Board Meetings (Policy)-Revised
 - d. 2110- Philosophy of Education/District Mission Statement (Policy)-Revised
 - e. 2200- Curriculum Content (Policy)-Revised
 - f. 2260- Affirmative Action Program for School and Classroom Practices (Policy)-Revised
 - g. 2340-Field Trips (Policy)-Revised

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

- h. 2412- Home Instruction Due to Health Condition (Policy)-Revised
- i. 2414- Programs for Pupils at Risk (Policy)-Revised
- j. 2423-Bilingual and ESL Education (Policy &Reg)-Revised
- k. 2425-Emergency Virtual or Remote Instruction Program (Policy)-revised (Reg)-NEW
- l. 2428.1-Standards-Based Instructional Priorities (Policy)-Revised
- m. 2481- Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition. (Policy)-Revised
- n. 2624- Grading System (Policy)-Revised
- o. 5200- Attendance (Policy & Reg)- Revised
- p. 5512- Harassment, Intimidation, or Bullying (Policy)- Revised
- q. 8140- Student Enrollments (Policy)-Revised
- r. 8140 Enrollment Accounting (Reg)- Revised
- s. 8330-Student Records (Policy & Reg)- Revised
- t. 8420.2- Bomb Threats (Reg)-Revised
- u. 8420.7- Lockdown Procedures (Reg)-Revised
- v. 8420.10- Active Shooter (Reg)- Revised
- w. 9180–School Volunteers (Reg)-Revised

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin		X		
Jane Romanowski		X		
Jen Tomlinson	2nd	X		
Meredith O'Donnell		X		

GOVERNANCE:

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a Fire Drill on April 20th, 2023 and a Security Drill (Non-Fire Evacuation Drill) on April 24th, 2023.
2. Approval to add Regulations to the Public Access online portal (school website).

Name	Motion	Yes	No	Abstain
Irene Hughes	2nd	X		
Carol Labin		X		
Jane Romanowski		X		
Jen Tomlinson	1st	X		
Meredith O'Donnell		X		

COMMITTEE REPORTS: The personnel committee met to discuss non-unit staff salary increases for 2023-24 and preschool interviews.

OLD BUSINESS: Mr. Terhune indicated that examples of water meter external boxes were sent to members for information.

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

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

Please state your name and address. Comments must be limited to three minutes per person.

A member of the public thanked the Board of Education for the restoration of the field trips for students.

ADJOURNMENT

BE IT RESOLVED, The Board of Education meeting be adjourned at 6:55 pm.

Name	Motion	Yes	No	Abstain
Irene Hughes	1st	X		
Carol Labin		X		
Jane Romanowski		X		
Jen Tomlinson		X		
Meredith O'Donnell	2nd	X		

Respectfully submitted,

Steven Terhune

School Business Administrator/Board Secretary