

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

PUBLIC MINUTES
BUSINESS MEETING

PLACE: Beach Haven Elementary School
DATE: June 22, 2022
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 (<i>by phone</i>)	X	
Carol Labin (<i>by phone</i>)	X	
Jen Tomlinson (<i>by phone</i>)	X	
Meredith O'Donnell		X

Also present were Steve Terhune, Business Administrator, and Dr. Christopher Meyrick, Superintendent (*by phone*)

FLAG SALUTE: Pledge of Allegiance to the Flag

PUBLIC AND EXECUTIVE SESSION MINUTES TO BE APPROVED FOR:

1. Regular Monthly Public Minutes of May 25, 2022

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

PRESENTATION: Dr. Meyrick- District Update- June 2022 – spoke about the end of the school year; D. Harkness' retirement; thanked the Board, staff and community for s successful year; discussed process of filling vacancies and leave replacements.

COMMUNICATIONS:

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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:

Finance/Operations:

1. BE IT RESOLVED by the Beach Haven Board of Education that the June 2022 bills totaling \$119,977.60 as well as the May 2022 Payroll Bills totaling \$114,460.49 for 2021-2022 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 May 2022.
3. To accept the revised financial report of the Secretary for the month ending May 31, 2022: Balance on hand \$1,856,467.87.

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 May 31, 2022, 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 May 31, 2022, 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

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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 May 2022.

5. To accept the annual Chapter 47 Contract Report.

6. Transfer of Current Year to Capital Reserve:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Beach Haven Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Beach Haven Board of Education has determined that an amount not to exceed \$400,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Beach Haven Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

7. Approve the submission of the following Federal Grants for FY 23:

- Title I-A - \$5,238
- Title II-A - \$1,778 (transferred to Title IA)
- Title IV-A - \$10,000 (transferred to Title IA)
- IDEA Basic - \$19,433
- IDEA PreSchool - \$651

8. Renewal of membership in School Alliance Insurance Fund:

WHEREAS, the Beach Haven Board of Education, hereafter referred to as "Educational Facility" is a member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2022 at 12:01 a.m. standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages:

Workers' Compensation Supplemental Indemnity - Workers' Compensation Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability Excess Liability (AL/GL) School Leaders Professional Liability Excess Liability (SLPL)

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WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2022, and ending July 1, 2025 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.

2. The Educational Facility's Business Official, Steven Terhune, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

9. Insurance Package Renewal - to accept the following insurance package renewal rates for the 2022-2023 school year:

- Property Package - \$29,912 (16% increase)
- School Leaders Liability - \$3,173 (23% increase)
- Workers Compensation - \$12,849 (2% decrease)
- Umbrella - \$211 (13% increase)
- Workers Compensation Supplemental - \$675 (12% decrease)
- Total Package - \$46,820 (10% increase)

10. End of Year Bills - to authorize the Business Administrator to pre-approve and pay any legitimate 2021-2022 school year bills, including payroll, received up to and including those presented as of June 30, 2022, prior to the close of the fiscal year, and make any necessary transfers including to and from the Petty Cash account. All pre-approved, paid bills and transfers will be presented for approval at the July 2022 Board meeting.

11. Approval of Change Orders - to approve the following change orders for Northeast Roof Maintenance related to the replacement of the roof project:

- PCO 6 - \$33,452.00 - new plywood decking to properly support the shingle roof system
- PCO 7 - \$67,206.00 - follow asbestos removal contractor daily to ensure building is water tight - work will be done on a second shift after the completion daily by LEW Environmental.

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

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EDUCATION:

1. To approve the purchase of used instruments from Southern Regional High School.

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

PERSONNEL:

1. To approve the payment for unused vacation days for 12 month staff for the 2021-22 school year in accordance with N.J.S.A. 18A:30-9.
2. To approve the payment for unused personal days for 10 month employee for the 2021-2022 school year.
3. To accept, with regret, the resignation for purposes of retirement from Debra Harkness, effective June 30, 2022.

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

POLICY/REGULATION:

1. To approve the following Policies and Regulations on the second reading:
 - a. 1648.15- Recordkeeping for Healthcare Settings in School Buildings- COVID-19 (Policy)- New
 - b. 2415.04- Title I- District- Wide Parent and Family Engagement (Policy)-Revised
 - c. 2415.50-Title I-School Parent and Family Engagement (Policy)-New
 - d. 2416.01-Postnatal Accommodations for Students (Policy)- New
 - e. 2417- Student Intervention and Referral Services (Policy) -Revised
 - f. 3161- Examination for Cause (Policy)- Revised
 - g. 4161- Examination for Cause (Policy)-Revised
 - h. 5512- Harassment, Intimidation, and Bullying (Policy)-Revised
 - i. 7410- Maintenance and Repair (Policy & Regulation)-Revised
 - j. 8420- Emergency and Crisis Situations (Policy)-Revised
 - k. 9320- Cooperation with Law Enforcement Agencies (Policy & Regulation)- Revised

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

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GOVERNANCE:

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a fire drill on June 6, 2022 and a security drill (lockdown) on June 14, 2022.

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

COMMITTEE REPORTS:

OLD BUSINESS: Roof Project Update

NEW BUSINESS: Architect Proposals for Summer 2023 projects

COMMENTS FROM THE MEMBERS OF THE PUBLIC ON GENERAL TOPICS ONLY

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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 be adjourned at 5:16 pm.

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

Respectfully submitted,

Steven Terhune

School Business Administrator/Board Secretary