

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

PUBLIC MINUTES  
BUSINESS MEETING

PLACE: Beach Haven Elementary School  
DATE: March 22, 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 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 February 22, 2023

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

PRESENTATION: Mr. Loeffler- District Update- March 2023 – spoke about the following topics: enrollment update, policy updates, NJ School Performance Report Date Embargoed, school nurse starting, school security drills, School Threat Assessment Team Training, Mrs. Fay as the district's County Teacher of the Year, 1<sup>st</sup> grade writing project, Battle of the Books, Spring WIN classes, upcoming author visit and agenda items.

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 March 2023 bills totaling \$13,521.20 for the 2022-2023 school year as well as the February 2023 Payroll Bills totaling \$103,394.41 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 February 2023.
3. To accept the revised financial report of the Secretary for the month ending February 28, 2023: Balance on hand \$1,518,492.55.

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 February 28, 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.

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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 February 28, 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

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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 February 2022.
5. To accept the Annual Comprehensive Financial Report and the Auditor’s Management Report for the school year ending June 30, 2022 prepared by the firm Jump, Perry and Company, LLP. There are no findings or recommendations in this audit. The audit and all required supplemental materials were filed with the NJ Department of Education and other regulatory agencies prior to the filing deadline of March 17, 2023.
6. To authorize the issuance of bids for the boiler AHERA Remediation project for the summer of 2023.
5. Approve Tentative 2023-2024 Budget

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

BE IT RESOLVED that the tentative 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 tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline, as follows:

		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					

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Raised		\$2,120,555	\$0	\$0	\$2,120,555
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And to advertise said tentative budget in the Press of Atlantic City and 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 School Board of Education located at 700 N. Beach Ave., Beach Haven, NJ on Wednesday, April 26, 2023 at 5:00 p.m. for the purpose of conducting a public hearing on the budget for the 2023-2024 school year; and

BE IT FURTHER RESOLVED, that this budget contains a reduction to the tax levy calculation in the amount of \$12,607; and

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

BE IT FURTHER RESOLVED, that the proposed 2023-2024 school year General Fund tax levy is \$ 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

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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

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.

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

EDUCATION:

1. Approval for Ted Loeffler to attend NJPSA Legislative Conference in Monroe, NJ 9:30-1:30 on 3/24/23, cost is \$0.
2. Approval for Ted Loeffler (Retroactive) to participate in NASA End of Year Human Resource and Staffing Issues Virtual Workshop, March 15th 9:30-12:00, cost \$150.00.
3. Approval for 6th Grade students to attend Sportsmanship Day at the Stafford Township Arts Center on March 23rd, 2023 with Mr. Barrett in coordination with Southern Regional Intermediate School. Bussing to be provided to Beach Haven students by the Long Beach Island Consolidated School District.

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4. To approve a field trip for 4-6th grades to go to Southern Regional High School from 10:00am-2:00pm (TBD ) to run the mile and to take their physical fitness test on April 20th (April 21st rain date).
5. Approval for Holly Herriger to attend the 2023 NJSHA Convention on April 21, 2023.
6. Approval for Brian Ball to attend the 2023 NJBGA Conference on March 20th, 21st (Retroactive), and 22nd.
7. Approval for Ted Loeffler to attend the Monmouth Universities, Superintendent’s Academy on March 30th from 8 Am- 10:30 AM. Cost is \$0. Title: *All Means All: Maximizing Learning Opportunities for ELL and Special Education Students*
8. Approval of updated Early Childhood Education/Preschool Teacher job description.
9. To approve a field trip for Preschool 3 & 4 to go to Ocean County College on May 11, 2023 to visit the Novins Planetarium from 8:45am to 12:00pm.
10. Approval of Preschool-2nd grade and 3rd-6th grade students attending a Ropes Course Workshop at Southern Regional on May 18th, 2023. Grades 3-6 at 9 AM and Preschool-2 at 10:30 AM
11. To approve a field trip for Kindergarten on May 10, 2023 to the Cape May Zoo from 9:19 to 2:30pm.
12. To approve a field trip for the 4th and 5th grade on April 19, 2023 to the Liberty Science Center from 8:30 am -2:30pm.
13. To approve a field trip for 1st grade to the LBI hotel on March 29th, 2023 from 11 AM- 12:30 PM.

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

PERSONNEL:

1. To approve the hiring of James Ciulla as a substitute bus driver for the remainder of the 2022-2023 school year at a rate of \$20 per hour.

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

POLICY/REGULATION:

1. To approve the following Policies and Regulations on the first 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

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- g. 2340-Field Trips (Policy)-Revised
- 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	2nd	X		
Jane Romanowski		X		
Jen Tomlinson		X		
Meredith O'Donnell		X		

GOVERNANCE:

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a Fire Drill on March 17th, 2023 and a Security Drill (Non-Fire Evacuation Drill) on March 22nd, 2023.
2. To approve the extension of the Comprehensive Equity Plan through 2023-2024 and statement of assurance that was submitted to the DOE. The plan's update and revision process will take place during the 2023-2024 school year for submission.
3. Approve P.T.A. Craft Fair facility use of outside school blacktop and inside bathroom access for June 10th 8AM to 3PM (Rain date- June 11th 8AM to 3PM). Requires custodian for indoor bathroom use/access.

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

COMMITTEE REPORTS:

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OLD BUSINESS: - Currently out to bid for the Building Envelope Construction Project

NEW BUSINESS: Beach Haven Water Meter Installation

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.

The public thanked the Board of Education.

ADJOURNMENT

BE IT RESOLVED, The Board of Education meeting be adjourned 5:27 pm.

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

Respectfully submitted,

*Steven Terhune*

School Business Administrator/Board Secretary