

BEACH HAVEN BOARD OF EDUCATION  
Beach Haven, NJ 08008

PUBLIC MINUTES  
BUSINESS MEETING

PLACE: Beach Haven Elementary School  
DATE: November 20, 2024  
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 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 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 October 23, 2024

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

EXECUTIVE SESSION:

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

- a. Attorney/Client Privilege - SC

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The Board of Education anticipates being in Executive Session for approximately 15 minutes and no action related to the Executive Session topic will be taken upon return to Public Session. 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.

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

The Board of Education entered into Executive Session at 5:02 pm.

ADJOURNMENT FROM EXECUTIVE SESSION:

The Board of Education returned to Public Session at 5:13 pm.

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

PRESENTATION:

- Mr. Loeffler- District Update- November 2024 – Enrollment updates; No HIB or Suspensions; Ocean County Prosecutor’s update; District Newsletter; Beach Haven Library 100<sup>th</sup> Anniversary; student letters to veterans; holiday concert; teacher observations; articulation with neighboring school districts; student writing growth and math program growth; agenda items and expansion of the Kindness Shell program.

COMMUNICATIONS:

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 ask that you see the Administrator 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 present wished to address the Board of Education at this time.

SUPERINTENDENT RECOMMENDATIONS:

Actions to Be Taken:

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Finance/Operations:

1. BE IT RESOLVED by the Beach Haven Board of Education that the November 2024 bills totaling \$75,816.46 for the 2024-2025 school year, as well as the October 2024 Payroll Bills totaling \$118,323.15 for 2024-2025, 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 October 2024.
3. To accept the revised financial report of the Secretary for the month ending October 31, 2024: Balance on hand \$1,675,997.88.

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 October 31, 2024, 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 October 31, 2024, 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 October 2024.
5. To acknowledge the filing of the following reports with the NJ Department of Education:
  - District Report of Transported Resident Students (DRTRS) - November 1, 2024.
  - Application for State School Aid (ASSA) Report - November 20, 2024.
  - NJ Smart Student Data - October 31, 2024.
  - NJ Smart Staff Data - October 31, 2024.
  - Title I Comparability Report - October 21, 2024.
6. To approve closing the following bank accounts and consolidating funds in the Student Activity Bank Account:
  - Yearbook Account - Balance \$62.05
  - Class Trip Account - Balance \$0.00

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7. To approve the close out of the following facility improvement processes in Fund 30 and return the balance of funds, as noted, to the Capital Reserve Account for future Long Range Facility Projects, as approved by the NJ Department of Education:
  - Boiler Replacement - Project 29-0230-020-23-1000 - Original Budget \$525,000 - Total Project Amount Expended \$466,163.28 - Balance to return to Capital Reserve \$58,836.72 (11% under budget)
  - Exterior Building Envelope - Project 29-0230-020-23-2000 - Original Budget \$275,000 - Total Project Amount Expended \$225,168.00 - Balance to return to Capital Reserve \$49,832.00 (18% under budget)
  
8. To approve the cancellation of the following stale dated and outstanding checks from the Current Account:
  - Check 21403 - Pearson Assessments - \$109.73 - Dated 6/20/2023
  - Check 21442 - H.A. Dehart & Son - \$1,156.19 - Dated 7/31/2023
  - Check 21748 - Music & Arts - \$73.42 - Dated 3/25/2024
  - Check 21786 - LocaliQ - \$302.75 - Dated 4/29/2024
  - Check 21830 - Johns Pizzeria - \$587.59 - Dated 5/31/2024
  
9. To approve the submission of the following Federal Grant Amendments:
  - Title IA FY25 - \$520 in carryover from FY24
  - Title IV Part A FY25 - \$588 in carryover from FY24
  - IDEA Part B FY25 - \$1,176 in carryover from FY24
  
10. To approve the acceptance of the donation of 125 tennis balls from the United States Tennis Association from their Recycled Tennis Ball Program. These tennis balls will be used for the bottoms of chairs and tables to help protect our floors.
  
11. To approve the acceptance of Colleen Lambert's donation of over 150 tennis balls. These tennis balls will be used to protect our floors by covering the bottoms of chairs and tables.
  
12. To authorize issuing a Request for Proposals (RFP) for Architect Services to update the district Long Range Facilities Plan and related facility improvement projects.

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

**POLICY/REGULATION:**

1. To approve the following Policies and Regulations on the first reading:
  - Policy 5337.1- Therapy Dog

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

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PERSONNEL:

1. To Approve Danielle Nelson to complete her 100-hour practicum in the spring of 2025 from Stockton University in our Preschool classroom under the supervision of Melanie Buda.
2. To approve Sharon Davis as a substitute for the 2024-2025 school year.

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

EDUCATION:

1. To approve a field trip to Stockton University on January 13, 2024, for grades 4th-6th. Students will leave at 9:00 and be back at 2:30 pm.
2. To approve Ellen Ciceri to attend a workshop at Stockton University for “Stop the Bleed” on December 3, 2024.
3. To approve Brian Ball to attend mandated training on Integrated Pest Management on December 6th from 8:30 AM -12:30 PM and the Indoor Air Quality Training on December 20th from 8:30 AM -12:30 PM at the Ocean County Fire Academy.

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

GOVERNANCE:

FACILITIES/OPERATIONS:

1. To acknowledge the performance of a Fire drill on 11/1/24 and a lockdown security drill on 11/11/24.
2. To approve the use of Willits Hall for the PTA Holiday Social and the TREP\$ Marketplace on December 19th, 2024, from 3 pm to 8 pm.
3. To approve (and retroactively approve) the use of Willits Hall for the PTA for play practices on November 13th, 15th, 18th, 19th, 20th, 21st, 22nd, 25th, and 26th from 2:45 pm to 5 pm.
4. To approve the use of Willits Hall for the PTA for play practices on December 2nd, 4th, 5th, 6th, 9th, 16, 17th, and 18th from 2:45 to 5 pm.
5. To approve the use of Willits Hall for the PTA for Holiday Shopping on December 12th (setup) from 2:45 to 4:30 and December 13th from 8:30-2:45.

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

COMMITTEE REPORTS:

OLD BUSINESS:

NEW BUSINESS: Shared that the St Francis Basketball League has expanded the grade levels involved.

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 present wished to address the Board of Education at this time.

ADJOURNMENT

BE IT RESOLVED; the Board of Education meeting will be adjourned at 5:27 pm.

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

Respectfully submitted,

*Steven Terhune*

School Business Administrator/Board Secretary