

BEACH HAVEN BOARD OF EDUCATION
Beach Haven, NJ 08008

PUBLIC MINUTES
REORGANIZATION MEETING

PLACE: Beach Haven Elementary School
DATE: January 9, 2025
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, and mailed to the County Superintendent of Schools.

ROLL CALL:

Name	Present	Absent
Jean Frazier <i>by phone (arrived at 5:03pm)</i>		X
Deborah Harkness <i>by phone</i>	X	
Irene Hughes	X	
Carol Labin	X	
Jane Romanowski	X	

Also present were Steven Terhune, Business Administrator, and Theodore Loeffler, Superintendent.

FLAG SALUTE: Pledge of Allegiance to the Flag

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 wished to address the Board of Education at this time.

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Official Results of the 2024 School Election:

- Carol Labin – 594 votes
- Write-in - 12 votes

Board Secretary Administers Oaths – *Mr. Terhune administered the Oath of Office to Carol Labin.*

Board Secretary Conducts Election of Board President

Motion by Carol Labin, seconded by Deborah Harkness to open the floor for nominations for the Office of Board President. All members present voted aye.

Motion by Carol Labin, seconded by Deborah Harkness to nominate Irene Hughes for the Office of Board President.

There were no other nominations for the Office of Board President.

Motion by Carol Labin, seconded by Deborah Harkness to close the floor for nominations for the Office of Board President. All members present voted aye.

On roll call all members present voted aye on the nomination of Irene Hughes for the Office of Board President. (Jean Frazier was absent)

Board President Conducts Election of Vice President

Motion by Irene Hughes, seconded by Deborah Harkness to open the floor for nominations for the Office of Board Vice President. All members present voted aye.

Motion by Irene Hughes, seconded by Deborah Harkness to nominate Carol Labin for the Office of Board Vice President.

There were no other nominations for the Office of Board Vice President.

Motion by Irene Hughes, seconded by Deborah Harkness to close the floor for nominations for the Office of Board Vice President. All members present voted aye.

On roll call all members present voted aye on the nomination of Carol Labin for the Office of Board Vice President. (Jean Frazier was absent)

Jean Frazier arrived at the meeting by phone.

Actions for Reorganization:

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a. It is recommended that the Board appoint Steve Terhune as Business Administrator/ Board Secretary through reorganization in January 2026.

b. It is recommended that the board adopt all existing Bylaws, Policies, Regulations, Curricula, Textbooks, Chart of Accounts, and all Teacher, Administrator, and other Staff Evaluation Instruments.

c. It is recommended that the Board adopts the following meeting schedule and times:

Be it resolved that the regular meetings of the Beach Haven Board of Education will be held in the Faculty Room at 5:00 p.m. at the Beach Haven School, Eighth & Beach Avenue, Beach Haven, NJ 08008, on:

2025

- January 22, 2025
- February 26, 2025
- March 19, 2025*
- April 30, 2025***
- May 28, 2025
- June 25, 2025
- July 23, 2025
- August 27, 2025
- September 24, 2025
- October 22, 2025
- November 19, 2025*
- December 17, 2025*

2026

- January 8, 2026**

* Third Wednesday of the month

** Second Thursday of the month

*** Fifth Wednesday of the month

d. Discussion of Board Committees – *Discussion will continue at the January Regular monthly meeting.*

e. Adopt Code of Ethics:

18A:12-24.1 Code of Ethics for School Board Members:

A school board member shall abide by the following Code of Ethics for School Board Members:

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1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution

f. Approve Purchasing Agent:

It is recommended that the Board approve Steve Terhune as the Qualified Purchasing Agent for the Beach Haven School District / Board of Education

g. Set Quote Threshold and authorize Purchasing Agent to Award Contracts Up to Bid Threshold:

It is recommended that the Board approve the district bid limit at \$44,000 and the quotation limit of \$6,600. The purchasing agent is authorized to award bids up to the bid threshold.

h. Approve Payment of Bills between Board Meetings

It is recommended that the Board approve the payment of bills between board meetings.

i. Approve Budget Transfers between Board Meetings

It is recommended that the Board approve, as provided by N.J.S.A. 18A:22-8-1 amended, that the Superintendent of designee, be designated to approve such line item budget transfers as necessary between Board of Education meetings, and that such transfers shall

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be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

j. Approve Procurement of Goods and Services through State Agencies (State Contracts), Federal Agency and Purchasing Cooperatives:

It is recommended that the Board approve the procurement of Goods and Services through State Agencies via State Contract and through Federal Agencies via GSA Contracts. It is also recommended that the Board approve the procurement of Goods and Services through the following cooperatives: Educational Data Services, Education Services of NJ Consortium, Camden County Educational Services Consortium of NJ, Hunterdon County Education Services Consortium, and Stafford Township Purchasing Consortium.

k. Authorization to Invest Monies

It is recommended that the Board authorize the Business Administrator to invest monies in federally approved and State Government Unit Deposit Protection Act authorized banks with the award to be given to the bank quoting the highest return.

l. District Plan Manuals

It is recommended the Board approve the Integrated Pest Management Plan, Purchasing Manual, Comprehensive Equity Plan, Comprehensive Maintenance Plan, AHERA Plan, Hazard Communication Plan, Indoor Air Quality Plan, Drinking Water Testing Plan, Internal Controls and Standard Operating Procedures, District Position Control Roster, Affirmative Action Plan, Long Range Facility Plan, School District Emergency Management Plan, Beach Haven MOA with Law Enforcement, Beach Haven MOU for Live Stream Video with Beach Haven Police and LBI Police, Beach Haven Safety and Security Plan, Beach Haven Sudden Cardiac Event Emergency Action Plan, beach haven Nursing Service Plan, and OPRA form.

m. Compliance Officers

It is recommended that the Board approves the following appointments through the reorganization meeting in January 2026:

Compliance Category	Staff Member Responsible
Affirmative Action Officer (employees & classroom)	School Nurse
District Bullying Coordinator and Anti-Bullying Specialist	School Nurse
Title IX Coordinator	School Nurse

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Affirmative Action Officer Contracts	Business Administrator
Public Agency Compliance Officer	Business Administrator
Americans w/ Disabilities Coordinator	Superintendent/Principal
Section 504 Officer	Superintendent/Principal
Contracting Officer	Business Administrator
Rep for the purpose of applying for State & Federal Funds	Business Administrator
DCCP liaison	Superintendent/Principal
AHERA Officer	Superintendent/Principal
Safety and Health Designee	Superintendent/Principal
IPM Coordinators	Superintendent/Principal Facility Manager/Day Custodian
Indoor Air Quality Designee	Superintendent/Principal
HCS/Right to Know Officer	Facility Manager
Custodian of Public Records	Business Administrator
Homeless Liaison	Superintendent/Principal
School Safety Specialist	Superintendent/Principal
Safety and Health Designee	Superintendent/Principal
School Law Enforcement Unit Officer	Superintendent/Principal
District/School Test Coordinator	Superintendent/Principal
District/School Technology Coordinator	School Secretary
Title I Director	Superintendent/Principal

n. It is recommended that the Board adopt the following newspaper as the official newspapers of District:

The Asbury Park Press as the Official Newspaper of the School District for the 2025 calendar year and The Atlantic City Press as the secondary Official Newspaper of the School District for the 2025 calendar year.

o. The recommendation that the official depository of school funds be TD Bank. And Be It Further Resolved that the following warrant signatures be approved:

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- Current Account - Board President, Business Administrator, Superintendent (two of three)
- Agency Account - Business Administrator, Superintendent (one of two)
- Payroll Account - Business Administrator, Superintendent (one of two)
- Capital Account - Board President, Business Administrator, Superintendent (two of three)
- Student Activity - Business Administrator, Superintendent (one of two)
- Yearbook Account - Business Administrator, Superintendent (one of two)
- Scholarship Account - Business Administrator, Superintendent (one of two)

p. Tax Shelter Providers

It is recommended that the Board approve the following 403(b) tax shelter providers:

AXA Equitable
Lincoln Financial
Vanguard

q. Election Results 2024 School Year

It is recommended that the Board accept the Statement of Determination and Official Results relative to the Beach Haven Regional School District, certified by the Ocean County Board of Canvassers from the canvass of the Official School Election held on November 5, 2024.

r. Approve Threshold for “Regular District Travel”:

It is recommended that the Board approve \$150 per staff member for school business travel where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given year. This shall be effective for the 2025-26 school year. Travel expenses for the 2025-26 school year will not exceed \$5,000.

s. Establish Petty Cash funds for the following locations with the maximum amount identified:

District Petty Checking	\$200.00
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t. Appointed Officials:

It is recommended that the Board approve extending the following appointed officials through the reorganization in January 2026:

School Physician	James Suddeth, MD
Liability & Workers Comp Broker	Van Dyk Group
Dental & Vision Broker	Brown & Brown Benefit Advisors
Attendance Officer	James Markoski
Attorney	Machado Law Group
Auditor	Jump, Perry and Company
Policy Services Provider	Strauss-Esmay, LLP

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

OLD BUSINESS: None

NEW BUSINESS: Committees to be established over the next few weeks and meeting. Discussed the Board's Use of Facilities Policy and a request from the Stafford Soccer Club for building usage.

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.

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 5:14 pm.

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

Respectfully submitted,

Steven Terhune

School Business Administrator/Board Secretary