

BASS RIVER TOWNSHIP BOARD OF EDUCATION  
 REGULAR MEETING AGENDA  
 NOVEMBER 4, 2014

**1. CALL TO ORDER AT 7:00 P.M.  
 BASS RIVER ELEMENTARY SCHOOL MEDIA CENTER**

This is to advise those present at this meeting of the Board of Education of the Bass River Township School District, in the County of Burlington, that adequate notice of this meeting was provided in accordance with the Open Public Meeting Act. The notice has been posted in the Board of Education Office. The notice was also mailed to the Press of Atlantic City and filed with the Municipal Clerk of Bass River Township.

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

	Present		Absent
Mrs. Adams			
Mrs. Duym			
Ms. Halde			
Mrs. Heinrichs			
Mrs. Ruffo			

**4. AUDIENCE PARTICIPATION**

**PLEASE NOTE:** This audience participation is limited only to items on the agenda. Audience Participation II is open to all comments.

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during the public portion of the meeting. Complaints stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date.

When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the agenda item on which you will be commenting.
4. Wait to be recognized before making your comment(s).
5. Limit your comment(s) to the specific agenda items.

**5. MINUTES**

Motion to approve, by voice vote, the Meeting Minutes of the:

- Regular Meeting – September 25, 2014 (*Attachment #1*)

**Voice Vote**

*Motion by:* \_\_\_\_\_ *Secoded by* \_\_\_\_\_  
*Yeas:* \_\_\_\_\_ *Nays* \_\_\_\_\_ *Abstain* \_\_\_\_\_

BASS RIVER TOWNSHIP BOARD OF EDUCATION  
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**6. SUPERINTENDENT'S REPORT**

- **EXTRACURRICULAR STIPEND POSITION**

Motion to approve by roll call vote the following extracurricular stipend position for the 2014-2015 school year:

Angela Randall	Webmaster	\$901.00
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**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

**Mrs. Adams** \_\_\_\_\_  
**Mrs. Duym** \_\_\_\_\_  
**Ms. Halde** \_\_\_\_\_  
**Mrs. Heinrichs** \_\_\_\_\_  
**Mrs. Ruffo** \_\_\_\_\_

- **SUBSTITUTE STAFF APPOINTMENTS**

Motion to approve by roll call vote the following substitute(s) for the 2014-2015 school year:

Katherine Shaw	Substitute Aide
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**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

**Mrs. Adams** \_\_\_\_\_  
**Mrs. Duym** \_\_\_\_\_  
**Ms. Halde** \_\_\_\_\_  
**Mrs. Heinrichs** \_\_\_\_\_  
**Mrs. Ruffo** \_\_\_\_\_

- **CO-OBSERVATION WAIVER (*Attachment #2*)**

Motion to approve by roll call vote the submission of a Co-Observation Waiver Application to the New Jersey Department of Education for the 2014-2015 school year.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

**Mrs. Adams** \_\_\_\_\_  
**Mrs. Duym** \_\_\_\_\_  
**Ms. Halde** \_\_\_\_\_  
**Mrs. Heinrichs** \_\_\_\_\_  
**Mrs. Ruffo** \_\_\_\_\_

BASS RIVER TOWNSHIP BOARD OF EDUCATION  
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- **TENURED TEACHER OBSERVATION EQUIVALENCY APPLICATION**  
*(Attachment #3)*

Motion to approve by roll call vote the submission of a Tenured Teacher Observation Equivalency Application to the New Jersey Department of Education for the 2014-2015 school year.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

- **PROFESSIONAL DEVELOPMENT IMPROVEMENT PLAN** *(Attachment #4)*

Motion to approve by roll call vote the Professional Development Improvement Plan for the 2014-2015 school year.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

- **DISTRICT GOALS ACTION PLAN** *(Attachment #5)*

Motion to approve by roll call vote the District Goals Action Plan for the 2014-2015 school year.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

- **QSAC STATEMENT OF ASSURANCE** *(Attachment #9)*

Motion to approve by roll call vote the submission of the 2014-2015 NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance.

**Roll Call**

BASS RIVER TOWNSHIP BOARD OF EDUCATION  
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*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
 Mrs. Duym \_\_\_\_\_  
 Ms. Halde \_\_\_\_\_  
 Mrs. Heinrichs \_\_\_\_\_  
 Mrs. Ruffo \_\_\_\_\_

- **FIELD TRIPS**

Motion to approve by roll call vote the following field trips as follows:

Grade	Destination	Day	Dates	Times
5 & 6	Stockton PAC/Music	Tuesday	5/15/2015	9:45AM – 11:45AM

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
 Mrs. Duym \_\_\_\_\_  
 Ms. Halde \_\_\_\_\_  
 Mrs. Heinrichs \_\_\_\_\_  
 Mrs. Ruffo \_\_\_\_\_

- **TRAVEL/TRAINING (Attachment #10)**

Motion to approve by roll call vote the attached seminars/workshops and all associated costs.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
 Mrs. Duym \_\_\_\_\_  
 Ms. Halde \_\_\_\_\_  
 Mrs. Heinrichs \_\_\_\_\_  
 Mrs. Ruffo \_\_\_\_\_

- **DANIELSON TEACHER EVALUATION MODEL**

Motion to approve by roll call vote the Danielson Teacher Evaluation Model as the official teacher evaluation instrument for the 2014-2015 school year.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
 Mrs. Duym \_\_\_\_\_  
 Ms. Halde \_\_\_\_\_  
 Mrs. Heinrichs \_\_\_\_\_  
 Mrs. Ruffo \_\_\_\_\_

BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
NOVEMBER 4, 2014

- **NURSING SERVICES PLAN (attachment #11)**  
Motion to approve by roll call vote the 2014-2015 Nursing Services Plan.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

- **POLICY (attachment #12 and #13)**  
Motion to recognize by roll call vote the first reading of the following new policies:
  - Policy #3283 – Electronic Communications Between Teaching Staff members and Students (attachment #12)
  - Policy #4283 – Electronic Communications Between Support Staff Members and Students (attachment #13)

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

**7. BOARD OF EDUCATION BUSINESS**

- Old Business
- New Business

**8. FINANCE REPORTS**

- **BILLS LIST (Attachment #6)**  
Motion to approve by roll call vote the Bills List for November 4, 2014.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
NOVEMBER 4, 2014

- **BOARD SECRETARY REPORT (Attachment #8)**

Motion to approve by roll call vote the following:

Pursuant to N.J.A.C. 6A:23-2.12(d), the Business Administrator certifies that as of August 31, 2014, 2014 and August 31, 2014, no budgetary line item account has been over-expended in violation of N.J.S.A.18A:22-8 and 18A:22-8.1.

**Roll Call**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

- **TREASURER OF SCHOOL FUNDS REPORT (Attachment #8a)**

Motion to approve by roll call vote the following:

The August 31, 2014 Treasurer of School Funds Reports are in agreement with August 31, 2014 Reports of the Board Secretary.

**Roll Call**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

- **EIRC INTER-LOCAL AGREEMENT (Attachment 14)**

BASS RIVER TOWNSHIP SCHOOL DISTRICT agrees to enter into an Inter-Local Agency/Shared Service Agreement/Consortia with the EIRC to provide products and services to the BASS RIVER TOWNSHIP SCHOOL DISTRICT per 40A:65-1 et. seq., the Uniform Shared Services and Consolidation Act and 18A:6-95.1 Educational Information and Resource Center; establishment; services provided..

**Roll Call**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

BASS RIVER TOWNSHIP BOARD OF EDUCATION  
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- **TRANSPORTATION CONTRACTS (Attachment #16)**  
 Motion to approve by roll call vote the attached joint transportation (regular routes and late bus) agreements

<b>Destination</b>	<b>Host District</b>	<b>Joiner District</b>	<b>Route #</b>	<b>Vendor</b>	<b>Joiner Cost</b>
Late Bus Drop Students Off	Pinelands Regional Sch. District	Bass River Elem School	LB	Durham School Services	\$1,123.15
Bass River Elementary	Pinelands Regional Sch. District	Bass River Elem School	B	Durham School Services	\$24,456.60
Bass River Elementary	Pinelands Regional Sch. District	Bass River Elem School	C	Durham School Services	\$27,478.80
Tuckerton Elementary	Pinelands Regional Sch. District	Bass River Elem School	Choice	Durham School Services	\$1,692.70
Various	Pinelands Regional Sch. District	Bass River Elem School	BFTPR	Durham School Services	\$68.13 per hr/per bus
Various	Pinelands Regional Sch. District	Bass River Elem School	BFTNPR	Durham School Services	\$71.18 per hr/per bus
Various	Pinelands Regional Sch. District	Bass River Elem School	BFTMLT	Durham School Services	\$74.23 per hr/per bus
All Saints Regional	Pinelands Regional Sch. District	Bass River Elem School	ASL1	Durham School Services	\$883.98

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

**Mrs. Adams** \_\_\_\_\_  
**Mrs. Duym** \_\_\_\_\_  
**Ms. Halde** \_\_\_\_\_  
**Mrs. Heinrichs** \_\_\_\_\_  
**Mrs. Ruffo** \_\_\_\_\_

- **INTERLOCAL AGREEMENT-Sterling High School (Attachment #15)**

BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
NOVEMBER 4, 2014

Motion to approve the Shared Services Agreement between Bass River Township Board of Education and Board of Education of Sterling High School to provide services pursuant to the attached agreement.

**Roll Call**

*Motion by* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

Mrs. Adams \_\_\_\_\_  
Mrs. Duym \_\_\_\_\_  
Ms. Halde \_\_\_\_\_  
Mrs. Heinrichs \_\_\_\_\_  
Mrs. Ruffo \_\_\_\_\_

**10. EXECUTIVE SESSION**

“RESOLVED, that the Board of Education meet in closed session. Item(s) so discussed will be disclosed to the public providing it does not violate New Jersey statutes and regulations regarding disclosure of information affecting this matter.”

**Voice Vote**

*Motion by:* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

*Yeas:* \_\_\_\_\_ *Nays* \_\_\_\_\_ *Abstain* \_\_\_\_\_

**Time in:** \_\_\_\_\_ **Time out:** \_\_\_\_\_

**11. AUDIENCE PARTICIPATION**

**12. ADJOURNMENT**

It is recommended that the Board of Education adjourn the meeting

**Voice Vote**

*Motion by:* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

*Yeas:* \_\_\_\_\_ *Nays* \_\_\_\_\_ *Abstain* \_\_\_\_\_

Adjournment at \_\_\_\_\_ PM



**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
SEPTEMBER 25, 2014**

**1. CALL TO ORDER AT 7:00 P.M.**

**BASS RIVER ELEMENTARY SCHOOL MEDIA CENTER**

The Regular Meeting of the Board of Education of the Township of Bass River, County of Burlington, New Jersey was held at 7:00 P.M. on Thursday, September 25, 2014 at the Bass River Elementary School.

The New Jersey Open Public Meetings Statement was read by Mrs. Heinrichs. Notice of the meeting was published in the official Board of Education newspaper, The Press of Atlantic City, as well as posted on the bulletin board at Bass River Elementary School Media Center, 11 North Maple Avenue, New Gretna, New Jersey and was filed with the Municipal Clerk of Bass River Township.

**2. PLEDGE TO THE FLAG**

**3. ROLL CALL**

Members Present: Mrs. Duym, Ms. Halde, Mrs. Heinrichs and Mrs. Ruffo  
Members Absent: 0  
Others Present: Mr. Larry Mathis, Superintendent  
Mr. Stephen J. Brennan, School Business Administrator/Board Secretary

**4. AUDIENCE PARTICIPATION**

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1. Be recognized by the Board President.
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3. Identify the agenda item on which you will be commenting.
4. Wait to be recognized before making your comment(s).
5. Limit your comment(s) to the specific agenda items.

NO PUBLIC COMMENTS

**5. INTERVIEW FOR VACATED BOARD MEMBER SEAT**

Motion by Mrs. Ruffo, seconded by Ms. Halde, to approve Mrs. Bonnie Adams to fill the vacated seat on the Board .

**Roll Call Vote**

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo  
Nays: 0

Abstain: 0

**Discussion:** The Board conducted a brief interview process with the candidate prior to approval. Upon completion of appointment approval, the Business Administrator administered the Oath of Office to Mrs. Adams.

## 6. MINUTES

Motion by Mrs. Duym, seconded by Mr. Ruffo and carried by voice vote to approve the following:

- Regular Meeting – August 5, 2014 (*Attachment #1*)
- Executive Session – August 5, 2014 (*Attachment #1a*)
- Regular Meeting – September 2, 2014 (*Attachment 1c*)

### Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

## 7. SUPERINTENDENT'S REPORT

### • APPOINTMENTS

Motion by Mrs. Ruffo, seconded by Ms. Halde, to approve by roll call vote the revised contract of Barbara Hund as a part-time Instructional Aide for the 2014-2015 school year at a salary of \$16,046.00 (step 9 pro-rated 22.5/30) effective October 1, 2014.

### Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Superintendent explained scheduling needs necessitated the change.

### • SUBSTITUTE STAFF APPOINTMENTS

Motion by Mrs. Ruffo, seconded by Ms. Halde, to approve by roll call vote the following substitute(s) for the 2014-2015 school year:

Giovanna Peters	Substitute Aide
Maria Rivelli	Substitute Teacher
Jessica Evans	Substitute Teacher

### Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

### • RETIREMENT (*Attachment #11*)

Motion by Mrs. Ruffo, seconded by Ms. Halde, to accept the letter of retirement of Leo Blackowski, Facilities Manager, effective February 1, 2015.

### Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Superintendent expressed his appreciation for Mr. Blackowski's years of service to the district.

- **FIELD TRIPS**

Motion by Mrs. Ruffo, seconded by Mrs. Duym to approve by roll call vote the field trips as follows:

Grade	Destination	Day	Dates	Times
K & 1	Storybook Land	Thursday	10/2/2014	9:15AM-3:00PM
	( <i>Raindate</i> )	Friday	10/3/2014	9:15AM-3:00PM
6	AJ Meerwald	Monday	9/29/14	7:30AM-1:30PM
3 & 4	Philadelphia Zoo	Tuesday	10/14/14	9:00AM-4:30PM

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Superintendent explained the details behind the AJ Meerwald trip which involves a partnership with the township.

- **TRAVEL/TRAINING (*Attachment #10*)**

Motion by Mrs. Duym, seconded by Ms. Hale, to approve by roll call vote the attached seminars/workshops and all associated costs.

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

- **NJ STATE POLICE MEMORANDUM OF AGREEMENT (*Attachment #2*)**

Motion by Mrs. Ruffo, seconded by Ms. Halde, to approve by roll call vote the annual review of the memorandum of Agreement between the Bass River Elementary School and the NJ State Police.

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Superintendent explained the reason for the memorandum and how it details the parameters in the event the state police need to enter the school.

- **2014 NJASK TEST SCORES (*Attachment #3*)**

Presentation of the 2014 NJASK test scores.

**Discussion:** The Superintendent provided the 2014 NJASK test scores. He explained areas of strengths and the actions taken to address areas of deficiency.

- **CONSULTING AGREEMENT (*Attachment #4*)**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote the BuildnCare Therapy contract.

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Superintendent explained the contract provides behavioral services.

- **MERIT PAY BONUS COMPENSATION GOALS (Attachment #5)**

Motion by Ms. Halde, seconded by Mrs. Ruffo, to approve by roll call vote the Superintendent's Merit Pay Bonus Compensation Goals for the 2014-2015 school year.

a. Safety and Security Audit

b. MAP Student Growth

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

- **SIDEBAR AGREEMENT (Attachment #12)**

Motion by Mrs. Duym, seconded by Mrs. Ruffo, to approve the Sidebar Agreement between the Bass River Township Board of Education and the Bass River Township Education Association for the creation of a Webmaster Stipend Position for the remainder of the 2012-2015 Employment Contract.

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Superintendent explained the side bar agreement was needed to fill a vacancy created when the former Community Partnership individual retired from the position.

- **2013-2014 SCHOOL SELF-ASSESSMENT (Attachment #13)**

Motion by Mrs. Ruffo, seconded by Ms. Halde, to approve the submission of the 2013-2014 School Self-Assessment for Determining Grades under the Anti-bullying Bill of Rights Act.

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Superintendent provided an explanation of the report and rationale for the resulting score.

## 8. BOARD OF EDUCATION BUSINESS

- **Old Business**
- **New Business**

- **Community Library:** The Superintendent provided the Board the history of the Community Library and the school's role in it. Due to the significant decrease in use, he suggested the Board eliminate the hours dedicated to the Community Library.

## 9. FINANCE REPORTS

- **BILLS LIST (Attachment #6)**  
Motion by Mrs. Duym, seconded by Mrs. Ruffo, to approve by roll call vote the Bills List for September 25, 2014.  
Roll Call Vote  
Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo  
Nays: 0  
Abstain: Mrs. Adams
- **BUDGET TRANSFERS (Attachment #7)**  
Motion by Mrs. Ruffo, seconded by Mrs. Duym, to approve by roll call vote the following:  
Pursuant to 18A:22-8.1, The Business Administrator recommends the attached budgetary transfers.  
Roll Call Vote  
Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo  
Nays: 0  
Abstain: Mrs. Adams
- **BOARD SECRETARY REPORT (Attachment #8)**  
Motion by Mrs. Duym, seconded by Ms. Halde, to approve by roll call vote the following:  
Pursuant to N.J.A.C. 6A:23-2.12(d), the Business Administrator certifies that as of June 30, 2014 and July 31, 2014, no budgetary line item account has been over-expended in violation of N.J.S.A.18A:22-8 and 18A:22-8.1.  
Roll Call Vote as of June 30, 2014  
Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo  
Nays: 0  
Abstain: Mrs. Adams  
  
Roll Call Vote as of July 31, 2014  
Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo  
Nays: 0  
Abstain: Mrs. Adams
- **TREASURER OF SCHOOL FUNDS REPORT (Attachment #8a)**  
Motion by Mrs. Ruffo, seconded by Mrs. Duym, to approve by roll call vote the following:  
The June 30, 2014 and July 31, 2014 Treasurer of School Funds Reports are in agreement with the June 30, 2014 and July 31, 2014 Reports of the Board Secretary.  
Roll Call Vote  
Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo  
Nays: 0

Abstain: Mrs. Adams

- **RESOLUTION COOPERATIVE PRICING AGREEMENT (Attachment 9)**

Motion by Mrs. Duym, seconded by Mrs. Ruffo, to approve by roll call vote the following resolution:

WHEREAS, *N.J.S.A.* 40A:11-11 authorizes contracting units to establish a Cooperative Pricing Agreement for its administration; and

WHEREAS, the County of Burlington, hereinafter referred to as “Lead Agency,” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services: and

WHEREAS, on September 2, 2014, the governing body of the Bass River Board of Education, County of Burlington, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE, BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Bass River Board of Education.

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A.* 40A:11-11(5), Stephen J. Brennan, Business Administrator, is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with provision of the Local Public Contracts Law (*N.J.S.A.* 40A:11-1 *et seq.*) and all other provisions of the revised statues of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Business Administrator explained the details behind the cooperative purchasing agreement and the potential for cost saving.

- **CAPITAL PROJECT**

Motion by Mrs. Duym, seconded by Ms. Halde, to approve by roll call vote the capital project as follows:

RESOLVED, that the Board of Education authorizes Garrison Architects to prepare and submit NJDOE Other Capital Project Application for the Bass River Elementary School Main Entrance Security Vestibules Regional H, and

BE IT FURTHER RESOLVED, that the district acknowledges that there is no state funding for this project.

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**Discussion:** The Superintendent provided an explanation on the plans related to a construction projected centered on providing more security at the school’s main entrance

- **INTERLOCAL AGREEMENT-Food Services (*Attachment #14*)**  
Motion by Mrs. Ruffo, seconded by Ms. Halde, to approve the Shared Services Agreement between Pinelands Regional Board of Education and Bass River Township Board of Education to provide food service management.

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

- **MEAL PRICES**  
Motion by Mrs. Duym, seconded by Mrs. Ruffo, to approve by roll call vote 2013-2014 meal prices as follows:

<u><b>Breakfast</b></u>	<u><b>Lunch</b></u>
\$1.10	\$2.25

Roll Call Vote

Ayes: Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: Mrs. Adams

**10. EXECUTIVE SESSION**

“RESOLVED, that the Board of Education meet in closed session. Item(s) so discussed will be disclosed to the public providing it does not violate New Jersey statutes and regulations regarding disclosure of information affecting this matter.”

**Voice Vote**

*Motion by:* \_\_\_\_\_ *Seconded by* \_\_\_\_\_

*Yeas:* \_\_\_\_\_ *Nays* \_\_\_\_\_ *Abstain* \_\_\_\_\_

**Time in:** \_\_\_\_\_

**Time out:** \_\_\_\_\_

**11. AUDIENCE PARTICIPATION II**

**12. ADJOURNMENT**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by voice vote that the Board of Educaiton adjourn the meeting at 8:30P.M.

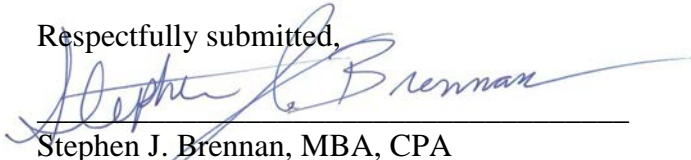
Voice Vote

Ayes: Mrs. Adams, Mrs. Duym, Ms. Halde, Mrs. Heinrich and Mrs. Ruffo

Nays: 0

Abstain: 0

Respectfully submitted,

A handwritten signature in blue ink that reads "Stephen J. Brennan". The signature is written in a cursive style and is positioned above a horizontal line.

Stephen J. Brennan, MBA, CPA

School Business Administrator, Board Secretary



## NEW JERSEY DEPARTMENT OF EDUCATION

**WAIVER APPLICATION****N.J.A.C. 6A:5**COUNTY   BURLINGTON  COUNTY CODE #   05  SCHOOL DISTRICT   BASS RIVER TOWNSHIP  DISTRICT CODE #   0200  

“WAIVER” means approval to avoid compliance with either a specific procedure(s) or a specific rule’s substantive requirements for reasons that are judged educationally, organizationally and fiscally sound.

1. List the specific Administrative Code citation(s) that necessitates the proposed waiver. As the Department cannot waive an entire chapter, subchapter or section (e.g., N.J.A.C. 6A:5; N.J.A.C. 6A:5-1; or N.J.A.C. 6A:5-1.1, respectively), all applications must include a citation at least at the subsection level (e.g., N.J.A.C. 6A:5-1.1(a)).

Achieve NJ requires a minimum of 2 co-observations during the course of each school year.

2. Describe what the school district intends to accomplish through the waiver that is currently prevented or disallowed by the existing rule(s).

The school district realizes rater reliability is a major concern when it comes to the evaluation process. However, our school district only has one administrator, the Superintendent. The waiver is being requested to provide relief from the requirement of co-observations because there is no opportunity for rater reliability with only one observer and it’s not possible to carry out this requirement as such.

3. Describe why a waiver is necessary to accomplish the desired or measurable result(s).

The waiver is necessary to allow the school to be in compliance with State requirements.

4. Describe the process, including solicitation of input and public comment, employed to inform the community, parents, district board of education members, administrators and staff during the proposal’s development.

The DEAC Committee agrees with this application. The plan was presented to the BOE for their approval as well. Both groups agree the approval of this application would not have any adverse effects on the evaluation process.

5. List the date the district board of education adopted a resolution supporting the proposed waiver:   November 4, 2014  .

I,   Larry Mathis  , certify the information presented in this application is true and accurate to the best of my knowledge.

  Larry Mathis    
CHIEF SCHOOL ADMINISTRATOR

\_\_\_\_\_  
SIGNATURE

  11/5/14    
DATE

## NEW JERSEY DEPARTMENT OF EDUCATION

**EQUIVALENCY APPLICATION****N.J.A.C. 6A:5**COUNTY   BURLINGTON  COUNTY CODE #   05  SCHOOL DISTRICT   BASS RIVER TOWNSHIP  DISTRICT CODE #   0200  

“EQUIVALENCY” means approval to achieve the intent of a specific rule through an alternate means that is different from, yet judged to be comparable to or as effective as, those prescribed within the rule.

1. List the Administrative Code citation(s) that necessitates the proposed equivalency. As the Department cannot approve an equivalency to an entire chapter, subchapter or section (e.g., N.J.A.C. 6A:5; N.J.A.C. 6A:5-1; or N.J.A.C. 6A:5-1.1, respectively), all applications must include a citation at least at the subsection level (e.g., N.J.A.C. 6A:5-1.1(a)).

Achieve NJ requires a minimum of three 20 minute observations for tenured certificated staff.

2. Describe what the school district intends to accomplish that is currently prevented or disallowed by the existing rule(s).

The school district wants to ensure adequate time is spent on the pre-observation, observation, post-observation process to allow for meaningful interaction between the teacher and administrator. The evaluation process is important to fostering quality instructional practices and student growth.

The school district seeks to reduce the number of observations of tenured teachers from 3 to 2. This is necessary due to administrative capacity limits as the Superintendent is the only administrator in the district. The DEAC and Superintendent believe 2 observations that aren't rushed and allow for meaningful communication will be more productive than 3 rushed observations.

3. Describe why an equivalency is necessary to accomplish the desired or measurable result(s). Describe the proposed equivalent.

The school district is challenged to meet the requirement of 3 observations on tenured staff due to capacity issues with the Superintendent being the only district administrator. The intent of the observation process is to provide quality observation information which will be used to improve instruction for students. The DEAC and Superintendent believe this can better be accomplished through two 30 minute observations rather than three 20 minute observations.

4. Describe the process, including solicitation of input and public comment, employed to inform the community, parents, district board of education members, administrators, and staff in the proposal's development.

The DEAC Committee approved this equivalency request and the plan was submitted to the certificated staff where comments were solicited. The plan was then presented to the BOE for their approval. In each case, the groups were informed this was being done to preserve the intent of meaningful observations and evaluations that would help to foster quality instructional practices.

5. List the date the district board of education adopted a resolution supporting the proposed equivalency: November 4, 2014.

I, Larry Mathis, certify that the information presented in this application is true and accurate to the best of my knowledge.

Larry Mathis  
CHIEF SCHOOL ADMINISTRATOR

\_\_\_\_\_  
SIGNATURE

11/5/14  
DATE

### 2014 - 2015 PROFESSIONAL DEVELOPMENT IMPROVEMENT PLAN

**BOARD GOAL:** Complete the annual CSA and Board self-Evaluation in a timely manner by using the Evaluation Process Calendar including designating periodic updates on progress toward achievement of district and board goals.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
1. BOE sets annual goals	Supt/ BOE	NJSBA Representative		Summer 2014	Goals developed
2. BOE monitors progress toward goal achievement	Supt/ BOE	Supt reports		Fall/Winter/ Spring 14-15	Update reports at BOE meetings
3. BOE evaluates CSA and self according to NJSBA evaluation calendar	Supt/ BOE	NJSBA on-line evaluation calendar		Spring 2015	BOE members completed evaluation
4. BOE submits written performance report to CSA	BOE	BOE President BA NJSBA data		by 6/30/15	Evaluation delivered to CSA
5.					

## 2014 - 2015 PROFESSIONAL DEVELOPMENT IMPROVEMENT PLAN

**BOARD GOAL:** Continue to implement an effective Community Relations Program.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
1 Research community resources available to help disseminate information	Supt/ BOE	Supt BOE community members/ organizations		Fall 2014	locating viable community resources to use for information dissemination
2. Establish a community relations protocol	Supt/ BOE	Supt BOE community members		Winter 2014-2015	protocol established
3. Involve the community in the school	Supt/ BOE/ Staff	school functions		Spring 2015	more active community involvement in the school
4.					
5.					

### 2014 - 2015 DISTRICT GOALS ACTION PLAN

**DISTRICT GOAL:** Continue to infuse and implement technology across the curriculum.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
1. Purchase technology for instructional use	Supt/ BOE	financial		on-going 2014-2015	technology available for use
2. Provide professional development on effective use of classroom technology	Supt/ Staff/ Consultants	workshop consultants collaboration		on-going 2014-2015	staff completion of professional development
3. Implement use of technology into instruction	Teachers	technology professional development		on-going 2014-2015	use of technology in classroom instruction
4.					
5.					

## 2014 - 2015 DISTRICT GOALS ACTION PLAN

**DISTRICT GOAL:** Continue to investigate instructional best practices and modify our instructional program to maximize its effectiveness.

Major Activities	Board/staff	Resources	Constraints	Timelines	Indicators of Success
1. Review best practices through research - include special education, technology, and delivery of instruction methods	Supt/ Teachers/ Consultants	on-line other school visits and collaboration workshops		Fall/Winter/ Spring 14-15	list of best practices
2. Pilot / implement best practices to determine effectiveness	Teachers	instructional resources collaboration		Fall/Winter/ Spring 14-15	actual piloting and implementation of best practices
3. Determine best practices for full implementation in next school year	Supt/ Teachers	collaboration faculty mtgs PLC mtgs		Spring 2015	list of new instructional practices for implementation
4.					
5.					

BASS RIVER TWP BOARD OF ED  
**BILL LIST - NOVEMBER 4, 2014**

<u>Date</u>		<u>Amount</u>
	General Account	\$ 75,028.21
	<b><i>Subtotal</i></b>	<b><i>\$ 75,028.21</i></b>

**PAYROLL ACCOUNT**

<u>Date</u>	<u>Check Series</u>	<u>Amounts</u>
9/30/2014	13408-13422	\$ 9,506.30
9/30/2014	Direct Deposits	\$ 27,402.07
9/30/2014	Void	\$ (1,421.84)
	<b><i>Subtotal</i></b>	<b><i>\$ 35,486.53</i></b>

<u>Date</u>	<u>Check Series</u>	<u>Amounts</u>
10/15/2014	13423-13439	\$ 8,487.78
10/15/2014	Direct Deposits	\$ 28,932.23
	<b><i>Subtotal</i></b>	<b><i>\$ 37,420.01</i></b>

<u>Date</u>	<u>Check Series</u>	<u>Amounts</u>
10/30/2014	12961-13460	\$ 9,369.41
10/30/2014	Direct Deposits	\$ 30,286.43
	<b><i>Subtotal</i></b>	<b><i>\$ 39,655.84</i></b>

**PAYROLL AGENCY ACCOUNT**

<u>Date</u>	<u>Deposits/Wire Transfers</u>	<u>Amounts</u>
9/30/2014	Agency Deposits	\$ 26,853.79
9/30/2014	Employer FICA	\$ 3,708.60
9/30/2014	Employer UCC	\$ 867.32
	<b><i>Subtotal</i></b>	<b><i>\$ 31,429.71</i></b>

<u>Date</u>	<u>Deposits/Wire Transfers</u>	<u>Amounts</u>
10/15/2014	Agency Deposits	\$ 27,256.97
10/15/2014	Employer FICA	\$ 3,853.48
10/15/2014	Employer UCC	\$ 901.24
	<b><i>Subtotal</i></b>	<b><i>\$ 32,011.69</i></b>

<u>Date</u>	<u>Deposits/Wire Transfers</u>	<u>Amounts</u>
10/30/2014	Agency Deposits	\$ 29,521.56
10/30/2014	Employer FICA	\$ 4,115.44
10/30/2014	Employer UCC	\$ 962.49
	<b><i>Subtotal</i></b>	<b><i>\$ 34,599.49</i></b>

TOTAL BILL LIST **\$ 285,631.48**

*Certified by:*

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Superintendent



# Bass River Township School District

## Bills And Claims Report By Vendor Name

va\_bill5.090214  
09/30/2014

Check Date is from 10/01/2014 to 10/31/2014

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
ACP, LLC Fuzzy Feet Chair Glides/ 2084	15-0195	11-000-261-610-OM -/ O/M MAINT SUPPLIES		CF	5063		95.00
<b>Total for ACP, LLC Fuzzy Feet Chair Glides/ 2084</b>							<b>\$95.00</b>
AMSAN/ 2012	15-0179	11-000-261-610-OM -/ O/M MAINT SUPPLIES		CF	320174220		39.18
	15-0138	11-000-261-610-OM -/ O/M MAINT SUPPLIES		CP	319132783		63.00
		11-000-261-610-OM -/ O/M MAINT SUPPLIES		CP	318007101		12.60
		11-000-261-610-OM -/ O/M MAINT SUPPLIES		CF	318490885		75.60
		11-000-262-610-OC -/ O/M CUST SUPPLIES		CF	317199966		704.88
<b>Total for AMSAN/ 2012</b>							<b>\$895.26</b>
APPLE COMPUTER INC/ 2305	15-0167	11-000-222-610-MC -/ MEDIA CTR SUPPLIES		CF	4294779291		100.00
<b>Total for APPLE COMPUTER INC/ 2305</b>							<b>\$100.00</b>
APPLE TEXTBOOKS/ 2256	15-0174	11-190-100-640-000-/ TEXTBOOKS		CF	SOW24654		89.98
<b>Total for APPLE TEXTBOOKS/ 2256</b>							<b>\$89.98</b>
ATLANTIC CITY ELECTRIC/ 1067	15-0001	11-000-262-622-OC -/ ELECTRICITY		CP	094008599998-OCT		176.83
		11-000-262-622-OC -/ ELECTRICITY		CP	014862899995-SEPT		1,504.06
		11-000-262-622-OC -/ ELECTRICITY		CP	014862899995-OCT		934.95
<b>Total for ATLANTIC CITY ELECTRIC/ 1067</b>							<b>\$2,615.84</b>
ATLANTIC TOMORROW'S OFFICE/ 2176	15-0198	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	ARIN263688		83.10
<b>Total for ATLANTIC TOMORROW'S OFFICE/ 2176</b>							<b>\$83.10</b>
BETTER ENVIR. PROTECT. LABS INC/ 1110	15-0003	11-000-261-420-OM -/ O/M MAINT REPAIRS/MAINT		CP	31556-3RD QUARTER		120.00
<b>Total for BETTER ENVIR. PROTECT. LABS INC/ 1110</b>							<b>\$120.00</b>
BURLINGTON COUNTY ASBO/ 1136	15-0180	11-000-251-890-BE -/ BOE DUES/FEES		CF	STEVE BRENNAN-DUES		125.00
<b>Total for BURLINGTON COUNTY ASBO/ 1136</b>							<b>\$125.00</b>
CASA PAYROLL SERVICES, LLC/ 2192	15-0004	11-000-251-330-BE -/ BOE CONTR SVC		CP	823827-9/25/14		161.25
		11-000-251-330-BE -/ BOE CONTR SVC		CP	825488-10/9/14		135.75
		11-000-251-330-BE -/ BOE CONTR SVC		CP	827153-10/23/14		137.75
<b>Total for CASA PAYROLL SERVICES, LLC/ 2192</b>							<b>\$434.75</b>

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Bass River Township School District

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<b>Pending Payments</b>							
CITY MUSIC CENTER (DIV OF NEMC)/ 1188	15-0194	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CP	3966		105.25
<b>Total for CITY MUSIC CENTER (DIV OF NEMC)/ 1188</b>							<b>\$105.25</b>
COMCAST CABLE CO./ 1204	15-0014	11-000-230-530-EA -/ EXEC ADMIN TELE		CP	09508749575-01-2-11/9-12/8/14		193.81
<b>Total for COMCAST CABLE CO./ 1204</b>							<b>\$193.81</b>
DELTA DENTAL OF NJ INC/ 1249	15-0019	11-000-291-270-EB -/ EMPL BEN MED/DENTL		CP	2014-11-01-07436		2,159.08
<b>Total for DELTA DENTAL OF NJ INC/ 1249</b>							<b>\$2,159.08</b>
DIRECT ENERGY BUSINESS/ 2237	15-0013	11-000-262-622-OC -/ ELECTRICITY		CP	1182261-9/5-10/6/14		82.86
		11-000-262-622-OC -/ ELECTRICITY		CP	1182260-8/22-9/26/14		1,487.15
<b>Total for DIRECT ENERGY BUSINESS/ 2237</b>							<b>\$1,570.01</b>
Discount School Supply/ 2134	15-0168	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	204640710101		58.15
<b>Total for Discount School Supply/ 2134</b>							<b>\$58.15</b>
EAGLESWOOD TOWNSHOP BOARD OF EDUCATION/ 2136	15-0213	11-000-223-320-PD -/ PROF DEV/CONTR SVC		CF	PROF DEV/CONTR SVC		1,000.00
<b>Total for EAGLESWOOD TOWNSHOP BOARD OF EDUCATION/ 2136</b>							<b>\$1,000.00</b>
EV SZCZOTKA LLC/ 2280	15-0017	20-250-100-500-ID -/ IDEA		CP	SEPT 2014-SPEECH		3,206.25
		20-250-100-500-ID -/ IDEA		CP	9/26-10/27/14		6,018.75
<b>Total for EV SZCZOTKA LLC/ 2280</b>							<b>\$9,225.00</b>
FOLLETT SCHOOL SOLUTIONS INC/ 1328	15-0075	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	1671959A,B,C,D,E		411.65
<b>Total for FOLLETT SCHOOL SOLUTIONS INC/ 1328</b>							<b>\$411.65</b>
Fyr-Fyter Sales & Service Inc./ 1337	15-0177	11-000-266-420-OM -/ SECURITY/SAFETY LABOR		CF	64691		152.60
	15-0203	11-000-266-420-OM -/ SECURITY/SAFETY LABOR		CF	65078		324.10
<b>Total for Fyr-Fyter Sales &amp; Service Inc./ 1337</b>							<b>\$476.70</b>
Haines & Haines/TC Irons Agency/ 2026	15-0212	11-000-251-890-BE -/ BOE DUES/FEES		CF	287612-BONDC		684.00
		11-000-262-520-OC -/ O/M CUST INSURANCE		CF	289328-ACCIDENT/HEALTH		750.00
<b>Total for Haines &amp; Haines/TC Irons Agency/ 2026</b>							<b>\$1,434.00</b>

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Bass River Township School District

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va\_bill5.090214  
09/30/2014

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<b>Pending Payments</b>								
HOLMAN FRENA ALLISON PC/ 2279	15-0030	11-000-230-332-EA -/ EXEC ADMIN AUDITOTHER		CP	2013-2014 AUDIT			1,000.00
<b>Total for HOLMAN FRENA ALLISON PC/ 2279</b>								<b>\$1,000.00</b>
Home Depot Credit Svcs/ 1408	15-0035	11-000-261-610-OM -/ O/M MAINT SUPPLIES		CP	ORDER# W307516897-10/9/14			169.00
<b>Total for Home Depot Credit Svcs/ 1408</b>								<b>\$169.00</b>
HOUGHTON MIFFLIN RECEIVABLES/ 1412	15-0062	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	950656451 & 950622705			135.96
<b>Total for HOUGHTON MIFFLIN RECEIVABLES/ 1412</b>								<b>\$135.96</b>
HUGHES ENVIRONMENTAL SERVICES INC/ 1416	15-0005	11-000-261-420-OM -/ O/M MAINT REPAIRS/MAINT		CP	13984-OCT 2014			100.00
<b>Total for HUGHES ENVIRONMENTAL SERVICES INC/ 1416</b>								<b>\$100.00</b>
Karl and Associates Inc./ 1454	15-0197	11-000-262-420-OC -/ O/M CUST REPAIRS/MAINT		CF	25232			795.00
<b>Total for Karl and Associates Inc./ 1454</b>								<b>\$795.00</b>
JOYCE LEONETTI/ 1490	15-0015	11-000-213-320-NU -/ NURSE CONTR SVC		CP	OCT-DEC 2014			1,000.00
<b>Total for JOYCE LEONETTI/ 1490</b>								<b>\$1,000.00</b>
PATRICIA LIBRIZZI/ 2103	15-0006	11-000-216-320-SP -/ SPEECH CONTR SVC		CP	9/30-10/28/14			420.00
<b>Total for PATRICIA LIBRIZZI/ 2103</b>								<b>\$420.00</b>
LONG BEACH ISLAND FOUNDATION OF ARTS/ 2323	15-0188	11-190-100-580-000-/ CONF/MILE		CF	66266-ANGELA RANDALL			85.00
<b>Total for LONG BEACH ISLAND FOUNDATION OF ARTS/ 2323</b>								<b>\$85.00</b>
MILEAGE/TRAVEL REIMBURSEMENTS/ 2137	15-0210	11-000-213-580-NU -/ NURSE CONF/MILE		CF	Terri Evans			34.96
	15-0185	11-000-213-580-NU -/ NURSE CONF/MILE		CF	Terri Evans			32.96
<b>Total for MILEAGE/TRAVEL REIMBURSEMENTS/ 2137</b>								<b>\$67.92</b>
NJSIG/ 2317	15-0133	11-000-291-260-EB -/ EMPL BEN WKMN COMP		CP	CON-0000014193-WK COMP-OCT			1,538.82
<b>Total for NJSIG/ 2317</b>								<b>\$1,538.82</b>

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Bass River Township School District

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va\_bill5.090214  
09/30/2014

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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
POMONA HEATING & COOLING, LLC/ 1701	15-0018	11-000-262-624-OC -/ OIL		CP	71475-9/17/14		5,188.50
<b>Total for POMONA HEATING &amp; COOLING, LLC/ 1701</b>							<b>\$5,188.50</b>
POSITIVE PROMOTIONS/ 1705	15-0202	11-000-240-610-PR -/ PRINCIPAL SUPPLIES		CF	05113837		103.85
<b>Total for POSITIVE PROMOTIONS/ 1705</b>							<b>\$103.85</b>
REALLY GOOD STUFF INC/ 1734	15-0156	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	4906785		296.17
	15-0173	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	4932200		85.39
<b>Total for REALLY GOOD STUFF INC/ 1734</b>							<b>\$381.56</b>
Scholastic / The Teacher Store/ 2167	15-0155	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	9680215		63.71
<b>Total for Scholastic / The Teacher Store/ 2167</b>							<b>\$63.71</b>
SCHOOL SPECIALTY/ 2252	15-0100	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	308102006777		1,725.31
	15-0172	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	208113402359		444.32
	15-0150	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	208113249898		54.38
	15-0191	11-000-230-610-EA -/ EXEC ADMIN SUPPLIES		CF	208113482790		55.93
	15-0199	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	208113542439		79.82
<b>Total for SCHOOL SPECIALTY/ 2252</b>							<b>\$2,359.76</b>
SCHWARTZ SIMON EDELSTEIN & CELSE LLC/ 2273	15-0193	11-000-230-331-EA -/ EXEC ADMIN LEGAL		CF	145740 & 145740-1-AUG		726.00
<b>Total for SCHWARTZ SIMON EDELSTEIN &amp; CELSO LLC/ 2273</b>							<b>\$726.00</b>
STAPLES Credit Plan/ 1842	15-0175	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	1155080314		2.23
	15-0184	11-000-261-610-OM -/ O/M MAINT SUPPLIES		CF	1161156401		284.01
	15-0169	11-000-213-610-NU -/ NURSE SUPPLIES		CP	1152235171-NURSE SUPPLIES		12.31
		11-000-213-610-NU -/ NURSE SUPPLIES		CF	1150842511-NURSE SUPPLIES		9.20
		11-000-230-610-EA -/ EXEC ADMIN SUPPLIES		CP	1150842511		32.52
		11-000-230-610-EA -/ EXEC ADMIN SUPPLIES		CF	1151267591		154.93
		11-000-262-610-OC -/ O/M CUST SUPPLIES		CF	1151267591		72.73
		11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	1151267591		11.64
	15-0201	11-000-222-610-MC -/ MEDIA CTR SUPPLIES		CF	1157811531-MEDIA CTR SUPPLIES		252.99

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Bass River Township School District

## Bills And Claims Report By Vendor Name

va\_bill5.090214  
09/30/2014

Check Date is from 10/01/2014 to 10/31/2014

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Pending Payments</b>							
STAPLES Credit Plan/ 1842		11-000-230-610-EA -/ EXEC ADMIN SUPPLIES		CF	1157811531-EXEC ADMIN SUPPLIE		13.29
		11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	1157811531-INSTRUCTIONAL SUPPL		33.64
<b>Total for STAPLES Credit Plan/ 1842</b>							<b>\$879.49</b>
STRAUSS ESMAY ASSOC LLP/ 2071	15-0190	11-000-219-580-CS -/ CST CONF/MILE		CF	1415-HIB		150.00
		11-000-230-590-EA -/ EXEC ADMIN OTHER		CF	1415-HIB		100.00
<b>Total for STRAUSS ESMAY ASSOC LLP/ 2071</b>							<b>\$250.00</b>
SUBURBAN PROPANE/ 1865	15-0016	11-000-262-624-OC -/ OIL		CP	124469-10/17/14		268.76
<b>Total for SUBURBAN PROPANE/ 1865</b>							<b>\$268.76</b>
The Richard Stockton College of NJ/ 2091	15-0196	20-270-200-300-NC2-/ NCLB - TITLE IIA		CF	20825-ADDT'L ETTTC HOURS		900.00
	15-0204	11-000-223-320-PD -/ PROF DEV/CONTR SVC		CF	20797-ADDT'L ETTTC HOURS		900.00
<b>Total for The Richard Stockton College of NJ/ 2091</b>							<b>\$1,800.00</b>
THERAPEUTIC LEARNING FOR CHILD/ 1925	15-0012	11-000-216-320-SP -/ SPEECH CONTR SVC		CP	SEPT-OT VISITS		720.00
		11-000-216-320-SP -/ SPEECH CONTR SVC		CP	OCT-OT VISITS/EVALS		2,640.00
<b>Total for THERAPEUTIC LEARNING FOR CHILD/ 1925</b>							<b>\$3,360.00</b>
BOYDA, MATTHEW & MCGEE, RICHARD/ 1936	15-0176	11-000-266-420-OM -/ SECURITY/SAFETY LABOR		CF	R 12279		230.00
<b>Total for BOYDA, MATTHEW &amp; MCGEE, RICHARD/ 1936</b>							<b>\$230.00</b>
TRI-STATE CARTING INC/ 2243	15-0008	11-000-262-420-OC -/ O/M CUST REPAIRS/MAINT		CP	193671-NOVEMBER		203.50
<b>Total for TRI-STATE CARTING INC/ 2243</b>							<b>\$203.50</b>
WB Mason-Supplies Supplies/ 2234	15-0068	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	I19932872		154.00
	15-0130	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	I20220562		677.68
	15-0096	11-190-100-610-000-/ INSTRUCTIONAL SUPPLIES		CF	I19818838		429.83
<b>Total for WB Mason-Supplies Supplies/ 2234</b>							<b>\$1,261.51</b>
XTEL Communications/ 1996	15-0010	11-000-230-530-EA -/ EXEC ADMIN TELE		CP	11174-10/15/14-PHONE CHARGES 1		503.04
<b>Total for XTEL Communications/ 1996</b>							<b>\$503.04</b>

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

Run on 10/31/2014 at 10:55:47 AM

# Bass River Township School District

## Bills And Claims Report By Vendor Name

va\_bill5.090214

09/30/2014

Check Date is from 10/01/2014 to 10/31/2014

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To	Check Name	Check #	Check Amount
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### Pending Payments

Total for Pending Payments \$44,083.96

# Bass River Township School District

## Bills And Claims Report By Vendor Name

va\_bill5.090214  
09/30/2014

Check Date is from 10/01/2014 to 10/31/2014

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To	Check Name	Check #	Check Amount
<b>Unposted Checks</b>								
NJ STATE HEALTH BENEFITS FUND/ 1628	15-0020	11-000-291-270-EB -/ EMPL BEN MED/DENTL		HP	OCTOBER 2014		10012014	30,944.25
<b>Total for NJ STATE HEALTH BENEFITS FUND/ 1628</b>								<b>\$30,944.25</b>
<b>Total for Unposted Checks</b>								<b>\$30,944.25</b>

\* CF -- Computer Full CP - Computer Partial HF - Hand Check Full HP - Hand Check Partial

# Bass River Township School District

## Bills And Claims Report By Vendor Name

va\_bill5.090214  
09/30/2014

**Check Date is from 10/01/2014 to 10/31/2014**

*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

Run on 10/31/2014 at 10:55:47 AM

Fund Summary		Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$33,958.96		\$30,944.25		\$64,903.21
20	20			\$10,125.00				\$10,125.00
GRAND	TOTAL			\$44,083.96	\$0.00	\$30,944.25	\$0.00	\$75,028.21

Board President

Board Secretary

Superintendent

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



PAYROLL EXPENSE REPORT  
 PM63

<u>Department / Branch Name</u>	<u>Gross Pay</u>	<u>Third Party Sick Pay</u>	<u>Non-Cash Wages</u>	<u>Adjusted Gross</u>	<u>Non-Income Payments</u>	<u>Payroll Expense</u>
001 10 MONTH	275.95		275.95			20.13
002 12 MONTH	37.09		37.09			2.74
010 11-000-211-105AT ATTENDAN	444.34			444.34		475.77
015 11-000-213-101NU NURSE	4,104.65			4,104.65		4,397.93
030 11-000-219-104-CS CST	3,004.95			3,004.95		3,231.04
035 11-000-219-105-CS CST SEC	588.11			588.11		631.97
045 11-000-221-105-0S OTH SUP	1,328.68			1,328.68		1,424.93
055 11-000-230-104-EA EX ADM	2,362.59			2,362.59		2,529.31
065 11-000-240-103-PR PRINC.	2,362.58			2,362.58		2,529.30
070 11-000-240-105-PR PR SECR	296.22			296.22		317.17
080 11-000-251-105-BE BOE CLE	125.00			125.00		134.56
085 11-000-262-112-OC OM CUST	3,234.58			3,234.58		3,475.25
086 11-000-262-112-SUB SUBS	450.00			450.00		484.43
095 11-105-100-101 PRESCH SAL	1,579.83			1,579.83		1,692.73
100 11-110-100-101-100 KIND	3,083.90			3,083.90		3,307.55
105 11-120-100-101 SALARIES	22,237.78			22,237.78		23,867.42
106 11-130-100-101-106 GR 6	3,159.65			3,159.65		3,389.09
116 11-190-100-106-000	3,364.69			3,364.69		3,622.08
117 11-190-100-106-SUBS	73.15			73.15		78.74
120 11-213-100-101-RR RES RM	7,118.92			7,118.92		7,634.49
121 11-213-100-101-SUB RR SUB	730.00			730.00		785.84
124 11-190-100-106-SUB 1-5 AI	73.00			73.00		78.59
135 11-230-100-101-BS BAS SKI	1,753.86			1,753.86		1,879.47
303 20-431-100-101-0T REAP SA	863.84			863.84		925.71

PAYROLL EXPENSE REPORT  
PM63

<u>Department / Branch Name</u>	<u>Gross Pay</u>	<u>Third Party Sick Pay</u>	<u>Non-Cash Wages</u>	<u>Adjusted Gross</u>	<u>Non-Income Payments</u>	<u>Payroll Expense</u>
COMPANY TOTALS	62,653.36		313.04	62,340.32		66,916.24

EMPLOYER FICA	3,708.60
EMPLOYER MEDICARE	867.32
NON-INCOME PAYMENTS	.00
TOTAL PAYROLL EXPENSE	66,916.24

PAYROLL EXPENSE REPORT  
 PM63

<u>Department / Branch Name</u>	<u>Gross Pay</u>	<u>Third Party Sick Pay</u>	<u>Non-Cash Wages</u>	<u>Adjusted Gross</u>	<u>Non-Income Payments</u>	<u>Payroll Expense</u>
001 10 MONTH	275.95		275.95			20.13
002 12 MONTH	37.09		37.09			2.74
010 11-000-211-105AT ATTENDAN	444.34			444.34		475.77
015 11-000-213-101NU NURSE	4,104.65			4,104.65		4,397.93
016 11-000-213-101-SUB NURSE	200.00			200.00		215.30
030 11-000-219-104-CS CST	3,004.95			3,004.95		3,231.05
035 11-000-219-105-CS CST SEC	588.11			588.11		631.97
045 11-000-221-105-0S OTH SUP	1,328.68			1,328.68		1,424.93
055 11-000-230-104-EA EX ADM	2,362.59			2,362.59		2,529.31
065 11-000-240-103-PR PRINC.	2,362.58			2,362.58		2,529.30
070 11-000-240-105-PR PR SECR	296.22			296.22		317.17
080 11-000-251-105-BE BOE CLE	125.00			125.00		134.56
085 11-000-262-112-OC OM CUST	3,234.58			3,234.58		3,475.93
086 11-000-262-112-SUB SUBS	657.37			657.37		707.00
095 11-105-100-101 PRESCH SAL	1,579.83			1,579.83		1,692.73
099 11-110-100-101-SUB K SUB	73.00			73.00		78.59
100 11-110-100-101-100 KIND	3,083.90			3,083.90		3,307.55
101 11-120-100-101-101 1-5SUB	182.50			182.50		196.46
105 11-120-100-101 SALARIES	23,808.43			23,808.43		25,558.24
106 11-130-100-101-106 GR 6	3,159.65			3,159.65		3,389.09
116 11-190-100-106-000	3,364.69			3,364.69		3,622.08
117 11-190-100-106-SUBS	139.79			139.79		150.48
120 11-213-100-101-RR RES RM	7,885.42			7,885.42		8,459.62
135 11-230-100-101-BS BAS SKI	1,753.86			1,753.86		1,879.47
136 11-230-100-101-SUB BS SUB	73.00			73.00		78.59
303 20-431-100-101-0T REAP SA	863.84			863.84		925.71

PAYROLL EXPENSE REPORT  
PM63

<u>Department / Branch Name</u>	<u>Gross Pay</u>	<u>Third Party Sick Pay</u>	<u>Non-Cash Wages</u>	<u>Adjusted Gross</u>	<u>Non-Income Payments</u>	<u>Payroll Expense</u>
COMPANY TOTALS	64,990.02		313.04	64,676.98		69,431.70

EMPLOYER FICA	3,853.48
EMPLOYER MEDICARE	901.24
NON-INCOME PAYMENTS	.00
TOTAL PAYROLL EXPENSE	69,431.70

PAYROLL EXPENSE REPORT  
 PM63

<u>Department / Branch Name</u>	<u>Gross Pay</u>	<u>Third Party Sick Pay</u>	<u>Non-Cash Wages</u>	<u>Adjusted Gross</u>	<u>Non-Income Payments</u>	<u>Payroll Expense</u>
001 10 MONTH	275.95		275.95			20.13
002 12 MONTH	37.09		37.09			2.74
010 11-000-211-105AT ATTENDAN	444.34			444.34		475.77
015 11-000-213-101NU NURSE	4,104.65			4,104.65		4,397.93
016 11-000-213-101-SUB NURSE	500.00			500.00		538.26
030 11-000-219-104-CS CST	3,004.95			3,004.95		3,231.04
035 11-000-219-105-CS CST SEC	588.11			588.11		631.97
045 11-000-221-105-0S OTH SUP	1,328.68			1,328.68		1,424.93
055 11-000-230-104-EA EX ADM	2,362.59			2,362.59		2,529.31
065 11-000-240-103-PR PRINC.	2,362.58			2,362.58		2,529.30
070 11-000-240-105-PR PR SECR	296.22			296.22		317.17
080 11-000-251-105-BE BOE CLE	125.00			125.00		134.56
085 11-000-262-112-OC OM CUST	3,234.58			3,234.58		3,475.25
086 11-000-262-112-SUB SUBS	540.00			540.00		581.32
095 11-105-100-101 PRESCH SAL	1,579.83			1,579.83		1,692.73
099 11-110-100-101-SUB K SUB	365.00			365.00		392.92
100 11-110-100-101-100 KIND	3,083.90			3,083.90		3,307.55
101 11-120-100-101-101 1-5SUB	109.50			109.50		117.88
105 11-120-100-101 SALARIES	23,808.43			23,808.43		25,558.24
106 11-130-100-101-106 GR 6	3,215.71			3,215.71		3,449.43
116 11-190-100-106-000	3,364.69			3,364.69		3,622.08
120 11-213-100-101-RR RES RM	11,556.94			11,556.94		12,390.95
121 11-213-100-101-SUB RR SUB	438.00			438.00		471.51
124 11-190-100-106-SUB 1-5 AI	73.00			73.00		78.59
135 11-230-100-101-BS BAS SKI	1,753.86			1,753.86		1,879.47
136 11-230-100-101-SUB BS SUB	73.00			73.00		78.59
303 20-431-100-101-0T REAP SA	863.84			863.84		925.71

PAYROLL EXPENSE REPORT  
PM63

<u>Department / Branch Name</u>	<u>Gross Pay</u>	<u>Third Party Sick Pay</u>	<u>Non-Cash Wages</u>	<u>Adjusted Gross</u>	<u>Non-Income Payments</u>	<u>Payroll Expense</u>
COMPANY TOTALS	69,490.44		313.04	69,177.40		74,255.33

EMPLOYER FICA	4,115.44
EMPLOYER MEDICARE	962.49
NON-INCOME PAYMENTS	.00
TOTAL PAYROLL EXPENSE	74,255.33

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District  
 General Fund - Fund 10 (including subfunds 18 & 19)  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/2014

=====  
 ASSETS AND RESOURCES  
 =====

--- A S S E T S ---

101	Cash in bank		\$241,135.20
	Accounts receivable:		
141	Intergovernmental - State	\$164.40	
			\$164.40
	Other Current Assets		\$0.00

--- R E S O U R C E S ---

302	Less Revenues	(\$224,480.46)	
		_____	(\$224,480.46)
	<b>Total assets and resources</b>		<b>\$16,819.14</b>
			=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Bass River Township School District  
General Fund - Fund 10 (including subfunds 18 & 19)  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/2014

=====

LIABILITIES AND FUND EQUITY

=====

--- L I A B I L I T I E S ---

Other current liabilities	\$10,164.84
---------------------------	-------------

TOTAL LIABILITIES

\$10,164.84

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F U N D   B A L A N C E

--- A p p r o p r i a t e d ---

753	Reserve for Encumbrances - Current Year	\$1,787,477.84
-----	-----------------------------------------	----------------

Reserved fund balance:

761	Capital reserve account -	\$10,000.00
-----	---------------------------	-------------

\$10,000.00

763	Reserve for Sale/Leaseback	\$24,000.00
-----	----------------------------	-------------

\$24,000.00

760	Reserved Fund Balance	\$65,039.00
-----	-----------------------	-------------

601	Appropriations	\$2,318,962.94
-----	----------------	----------------

602	Less : Expenditures	\$240,144.72
-----	---------------------	--------------

603	Encumbrances	\$1,787,477.84 (\$2,027,622.56)
-----	--------------	---------------------------------

\$291,340.38

Total Appropriated

\$2,177,857.22

--- U n a p p r o p r i a t e d ---

770	Unreserved Fund Balance -	\$146,720.02
-----	---------------------------	--------------

303	Budgeted Fund Balance	(\$2,317,922.94)
-----	-----------------------	------------------

TOTAL FUND BALANCE

\$6,654.30

TOTAL LIABILITIES AND FUND EQUITY

\$16,819.14

=====



Bass River Township School District  
 General Fund - Fund 10 (including subfunds 18 & 19)  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/2014

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$2,318,962.94	\$2,027,622.56	\$291,340.38
Revenues	\$0.00	(\$224,480.46)	\$224,480.46
	<u>\$2,318,962.94</u>	<u>\$1,803,142.10</u>	<u>\$515,820.84</u>
Less: Adjust for prior year encumb.	(\$1,040.00)	(\$1,040.00)	
Budgeted Fund Balance	<u>\$2,317,922.94</u>	<u>\$1,802,102.10</u>	<u>\$515,820.84</u>
	=====	=====	=====
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$2,317,922.94	\$1,802,102.10	\$515,820.84
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
Fund 19 (Restricted FEMA Block Grants)	\$0.00	\$0.00	\$0.00
	<u>\$2,317,922.94</u>	<u>\$1,802,102.10</u>	<u>\$515,820.84</u>
	=====	=====	=====
TOTAL Budgeted Fund Balance	<u>\$2,317,922.94</u>	<u>\$1,802,102.10</u>	<u>\$515,820.84</u>
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Bass River Township School District  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/2014

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources		\$224,480.46		(\$224,480.46)
<b>TOTAL REVENUE/SOURCES OF FUNDS</b>	<b>\$0.00</b>	<b>\$224,480.46</b>		<b>(\$224,480.46)</b>
=====				
				AVAILABLE
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$799,008.00	\$68,210.47	\$723,103.77	\$7,693.76
11-2XX-100-XXX Special Education - Instruction	\$160,880.00	\$1,195.21	\$158,025.52	\$1,659.27
11-230-100-XXX Basic Skills - Remedial Instruction	\$74,334.00	\$723.65	\$73,104.81	\$505.54
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$11,000.00	\$0.00	\$11,000.00	\$0.00
11-4XX-100-XXX Other Instrc. Programs - Instruction	\$6,000.00	\$4,577.85	\$1,422.15	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-211-XXX Attendance and Social Work Services	\$15,642.00	\$5,877.36	\$8,964.64	\$800.00
11-000-213-XXX Health Services	\$90,893.00	\$1,748.89	\$86,718.47	\$2,425.64
11-000-216-XXX Speech, OT,PT & Related Svcs	\$15,000.00	\$0.00	\$15,000.00	\$0.00
11-000-219-XXX Child Study Teams	\$79,263.00	\$5,383.31	\$49,529.69	\$24,350.00
11-000-221-XXX Improv of Inst. - Instruc Staff	\$38,868.00	\$6,446.93	\$32,021.07	\$400.00
11-000-222-XXX Educational Media Serv/School Library	\$38,100.00	\$2,136.00	\$4,180.55	\$31,783.45
11-000-223-XXX Instructional Staff Training Services	\$2,100.00	\$0.00	\$1,800.00	\$300.00
11-000-230-XXX Supp. Serv.-General Administration	\$113,202.00	\$19,905.35	\$72,255.92	\$21,040.73
11-000-240-XXX Supp. Serv.-School Administration	\$65,864.00	\$10,635.20	\$53,332.65	\$1,896.15
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$33,350.00	\$3,806.00	\$10,622.78	\$18,921.22
11-000-261-XXX Require Maint. for School Facilities	\$33,040.00	\$1,568.81	\$7,927.94	\$23,543.25
11-000-262-XXX Custodial Services	\$192,680.00	\$33,079.15	\$138,878.13	\$20,722.72
11-000-263-XXX Care and Upkeep of Grounds	\$2,500.00	\$0.00	\$0.00	\$2,500.00
11-000-266-XXX Security	\$2,000.00	\$0.00	\$1,184.70	\$815.30
11-000-270-XXX Student Transportation Services	\$79,058.94	\$0.00	\$759.00	\$78,299.94
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$466,180.00	\$74,850.54	\$337,646.05	\$53,683.41
<b>TOTAL GENERAL CURRENT EXPENSE</b>				
<b>EXPENDITURES/USES OF FUNDS</b>	<b>\$2,318,962.94</b>	<b>\$240,144.72</b>	<b>\$1,787,477.84</b>	<b>\$291,340.38</b>
=====				

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District  
 GENERAL FUND - FUND 10 (including subfunds 18 and 19)  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/2014

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	_____	_____	_____	_____
TOTAL GENERAL FUND EXPENDITURES	\$2,318,962.94	\$240,144.72	\$1,787,477.84	\$291,340.38
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Bass River Township School District  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED  
For 2 Month Period Ending 08/31/2014

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1210 Local Tax Levy		\$224,427.50	(\$224,427.50)
1XXX Miscellaneous	\$0.00	\$52.96	(\$52.96)
TOTAL	\$0.00	\$224,480.46	(\$224,480.46)
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$0.00	\$224,480.46	(\$224,480.46)
	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Bass River Township School District  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	\$32,397.00	.00	\$32,397.00	.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$62,478.00	.00	\$61,678.00	\$800.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$441,099.00	\$5,052.50	\$436,046.50	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$64,193.00	\$255.78	\$63,937.22	.00
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$1,500.00	\$0.00	\$1,500.00	\$0.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$64,640.00	\$1,024.12	\$63,615.88	.00
11-190-100-340 Purchased Technical Services	\$500.00	.00	.00	\$500.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$90,101.00	\$51,451.02	\$38,057.36	\$592.62
11-190-100-610 General Supplies	\$38,100.00	\$10,427.05	\$24,923.83	\$2,749.12
11-190-100-640 Textbooks	\$2,000.00	.00	\$89.98	\$1,910.02
11-190-100-800 Other Objects	\$2,000.00	.00	\$858.00	\$1,142.00
TOTAL	\$799,008.00	\$68,210.47	\$723,103.77	\$7,693.76
--- SPECIAL EDUCATION - INSTRUCTION ---				
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$157,880.00	\$474.78	\$157,405.22	\$0.00
11-213-100-500 Other Purch. Serv. (400-500 series)	\$1,500.00	.00	.00	\$1,500.00
11-213-100-610 General supplies	\$1,500.00	\$720.43	\$620.30	\$159.27
TOTAL	\$160,880.00	\$1,195.21	\$158,025.52	\$1,659.27
TOTAL SPECIAL ED - INSTRUCTION	\$160,880.00	\$1,195.21	\$158,025.52	\$1,659.27
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$70,934.00	\$0.00	\$70,934.00	\$0.00
11-230-100-500 Other Purch. Serv. (400-500 series)	\$500.00	.00	.00	\$500.00
11-230-100-610 General Supplies	\$2,900.00	\$723.65	\$2,170.81	\$5.54
TOTAL	\$74,334.00	\$723.65	\$73,104.81	\$505.54
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$11,000.00	.00	\$11,000.00	.00
TOTAL	\$11,000.00	\$0.00	\$11,000.00	\$0.00
--- Summer school - Instruction ---				
11-422-100-101 Salaries of Teachers	\$6,000.00	\$4,577.85	\$1,422.15	\$0.00
TOTAL	\$6,000.00	\$4,577.85	\$1,422.15	\$0.00
TOTAL SUMMER SCHOOL	\$6,000.00	\$4,577.85	\$1,422.15	\$0.00
--- UNDISTRIBUTED EXPENDITURES ---				
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$10,742.00	\$1,777.36	\$8,964.64	.00
11-000-211-300 Purchased Prof. & Tech. Svc.	\$4,500.00	\$4,100.00	.00	\$400.00
11-000-211-600 Supplies and Materials	\$400.00	.00	.00	\$400.00

Bass River Township School District  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$15,642.00	\$5,877.36	\$8,964.64	\$800.00
--- Health services ---				
11-000-213-100 Salaries	\$83,093.00	.00	\$83,093.00	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$5,000.00	\$1,147.00	\$3,000.00	\$853.00
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$300.00	.00	\$108.00	\$192.00
11-000-213-600 Supplies and Materials	\$2,500.00	\$601.89	\$517.47	\$1,380.64
TOTAL	\$90,893.00	\$1,748.89	\$86,718.47	\$2,425.64
--- Speech, OT,PT & Related Svcs ---				
11-000-216-320 Purchased Prof. Ed. Services	\$15,000.00	.00	\$15,000.00	.00
TOTAL	\$15,000.00	\$0.00	\$15,000.00	\$0.00
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$37,199.00	.00	\$37,199.00	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$14,214.00	\$2,033.31	\$12,180.69	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$23,350.00	\$3,350.00	.00	\$20,000.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$500.00	\$0.00	\$150.00	\$350.00
11-000-219-600 Supplies and Materials	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$79,263.00	\$5,383.31	\$49,529.69	\$24,350.00
--- Improv. of instr. Serv. ---				
11-000-221-105 Sal Secr. & Clerical Asst.	\$35,268.00	\$6,446.93	\$28,821.07	.00
11-000-221-500 Other Purchased Services (400-500 series)	\$3,600.00	.00	\$3,200.00	\$400.00
TOTAL	\$38,868.00	\$6,446.93	\$32,021.07	\$400.00
--- Educational media serv./sch.library ---				
11-000-222-300 Purchased Prof. & Tech Svc.	\$20,600.00	\$1,317.00	.00	\$19,283.00
11-000-222-600 Supplies and Materials	\$17,500.00	\$819.00	\$4,180.55	\$12,500.45
TOTAL	\$38,100.00	\$2,136.00	\$4,180.55	\$31,783.45
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	\$2,100.00	.00	\$1,800.00	\$300.00
TOTAL	\$2,100.00	\$0.00	\$1,800.00	\$300.00
--- Support services-general administration ---				
11-000-230-100 Salaries	\$56,702.00	\$9,450.36	\$47,251.44	\$0.20
11-000-230-331 Legal Services	\$9,200.00	.00	\$726.00	\$8,474.00
11-000-230-332 Audit Fees	\$11,000.00	.00	\$11,000.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$13,300.00	\$4,790.00	\$750.00	\$7,760.00
11-000-230-530 Communications/Telephone	\$10,000.00	\$1,060.89	\$8,081.61	\$857.50
11-000-230-590 Other Purchased Services	\$4,052.00	\$861.44	\$1,648.00	\$1,542.56
11-000-230-610 General Supplies	\$5,373.00	\$559.51	\$2,503.87	\$2,309.62
11-000-230-890 Misc. Expenditures	\$1,600.00	\$1,305.00	\$295.00	.00
11-000-230-895 BOE Membership Dues and Fees	\$1,975.00	\$1,878.15	.00	\$96.85
TOTAL	\$113,202.00	\$19,905.35	\$72,255.92	\$21,040.73
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$56,702.00	\$9,450.32	\$47,251.68	.00

Bass River Township School District  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-240-105 Sal Secr. & Clerical Asst.	\$7,162.00	\$1,184.88	\$5,977.12	.00
11-000-240-600 Supplies and Materials	\$2,000.00	.00	\$103.85	\$1,896.15
TOTAL	\$65,864.00	\$10,635.20	\$53,332.65	\$1,896.15
--- Central Services ---				
11-000-251-100 Salaries	\$3,000.00	\$500.00	\$2,500.00	.00
11-000-251-330 Purchased Prof. Services	\$27,850.00	\$3,306.00	\$6,398.00	\$18,146.00
11-000-251-600 Supplies and Materials	\$781.00	.00	\$5.78	\$775.22
11-000-251-89X Other Objects	\$1,719.00	.00	\$1,719.00	.00
TOTAL	\$33,350.00	\$3,806.00	\$10,622.78	\$18,921.22
TOTAL Cent. Svcs. & Admin IT	\$33,350.00	\$3,806.00	\$10,622.78	\$18,921.22
--- Required Maint.for School Facilities ---				
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$21,000.00	\$400.00	\$2,975.00	\$17,625.00
11-000-261-610 General Supplies	\$12,040.00	\$1,168.81	\$4,952.94	\$5,918.25
TOTAL	\$33,040.00	\$1,568.81	\$7,927.94	\$23,543.25
--- Custodial Services ---				
11-000-262-1XX Salaries	\$15,930.00	\$14,105.68	\$1,824.32	\$0.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$1,000.00	.00	.00	\$1,000.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$12,000.00	\$1,277.00	\$3,421.00	\$7,302.00
11-000-262-490 Other Purchased Property Svc.	\$2,000.00	.00	.00	\$2,000.00
11-000-262-520 Insurance	\$87,950.00	\$16,481.92	\$71,421.00	\$47.08
11-000-262-580 Travel	\$800.00	.00	.00	\$800.00
11-000-262-610 General Supplies	\$10,000.00	\$24.00	\$2,402.36	\$7,573.64
11-000-262-622 Energy (Electricity)	\$38,000.00	\$1,190.55	\$36,809.45	.00
11-000-262-624 Energy (Oil)	\$25,000.00	.00	\$23,000.00	\$2,000.00
TOTAL	\$192,680.00	\$33,079.15	\$138,878.13	\$20,722.72
--- Care and Upkeep of Grounds ---				
11-000-263-610 General Supplies	\$2,500.00	.00	.00	\$2,500.00
TOTAL	\$2,500.00	\$0.00	\$0.00	\$2,500.00
--- Security ---				
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$2,000.00	.00	\$1,184.70	\$815.30
TOTAL	\$2,000.00	\$0.00	\$1,184.70	\$815.30
TOTAL Oper & Maint of Plant Services	\$230,220.00	\$34,647.96	\$147,990.77	\$47,581.27
--- Student transportation services ---				
11-000-270-390 Other Purch. Prof. & Tech Svc.	\$18,333.00	.00	.00	\$18,333.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$4,934.54	.00	\$759.00	\$4,175.54
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$45,915.40	.00	.00	\$45,915.40
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$9,876.00	.00	.00	\$9,876.00
TOTAL	\$79,058.94	\$0.00	\$759.00	\$78,299.94

Bass River Township School District  
 GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
 STATEMENT OF APPROPRIATIONS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$23,000.00	\$2,850.75	.00	\$20,149.25
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$22,000.00	.00	.00	\$22,000.00
11-XXX-XXX-260 Workman's Compensation	\$21,500.00	\$2,038.82	\$16,927.02	\$2,534.16
11-XXX-XXX-270 Health Benefits	\$388,180.00	\$67,460.97	\$320,719.03	.00
11-XXX-XXX-280 Tuition Reimbursement	\$7,500.00	\$2,500.00	.00	\$5,000.00
11-XXX-XXX-290 Other Employee Benefits	\$4,000.00	.00	.00	\$4,000.00
TOTAL	\$466,180.00	\$74,850.54	\$337,646.05	\$53,683.41
Total Undistributed Expenditures	\$1,267,740.94	\$165,437.54	\$820,821.59	\$281,481.81
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$2,318,962.94	\$240,144.72	\$1,787,477.84	\$291,340.38
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$2,318,962.94	\$240,144.72	\$1,787,477.84	\$291,340.38



Bass River Township School District  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
---	-----	-----	-----	-----
EQUIPMENT				

Bass River Township School District  
GENERAL FUND - FUND 10 (including subfunds 18 & 19)  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 2 Month Period Ending 08/31/2014

	Appropriations	Expenditures	Encumbrances	Available Balance
	_____	_____	_____	_____
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
TOTAL GENERAL FUND EXPENDITURES	\$2,318,962.94	\$240,144.72	\$1,787,477.84	\$291,340.38

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Bass River Township School District  
General Fund - Fund 10 (including subfunds 18 & 19)

Attachment 8

For 2 Month Period Ending 08/31/2014

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/14

=====  
 ASSETS AND RESOURCES  
 =====

--- A S S E T S ---

101	Cash in bank		(\$2,715.58)
	Other Current Assets		\$3,950.00

--- R E S O U R C E S ---

301	Estimated Revenues	\$78,566.00	
		-----	\$78,566.00
	Total assets and resources		----- \$79,800.42 -----

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District  
 Special Revenue Fund - Fund 20  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/14

=====  
 LIABILITIES AND FUND EQUITY  
 =====

--- LIABILITIES ---

421	Accounts Payable	\$2,846.92
TOTAL LIABILITIES		\$2,846.92
		=====

FUND BALANCE

-----

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$67,489.75
601	Appropriations	\$78,566.00
602	Less: Expenditures	\$1,612.50
603	Encumbrances	\$67,489.75    (\$69,102.25)
		\$9,463.75
TOTAL FUND BALANCE		\$76,953.50
TOTAL LIABILITIES AND FUND EQUITY		\$79,800.42
		=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Bass River Township School District  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	-----	-----	-----	-----
<b>*** REVENUES/SOURCES OF FUNDS ***</b>				
4XXX            From Federal Sources	\$78,566.00	.00		\$78,566.00
	-----	-----	-----	-----
TOTAL REVENUE/SOURCES OF FUNDS	\$78,566.00	\$0.00		\$78,566.00
	=====	=====	=====	=====
<b>*** EXPENDITURES ***</b>				
	-----	-----	-----	-----
	-----	-----	-----	-----
<b>FEDERAL PROJECTS:</b>				
NCLB Title I - Part A/D	\$24,315.00	.00	\$19,298.00	\$5,017.00
I.D.E.A. Part B (Handicapped)	\$49,496.00	\$1,612.50	\$46,924.50	\$959.00
NCLB Title II - Part A/D	\$4,755.00	.00	\$1,267.25	\$3,487.75
	-----	-----	-----	-----
TOTAL FEDERAL PROJECTS	\$78,566.00	\$1,612.50	\$67,489.75	\$9,463.75
	-----	-----	-----	-----
*** TOTAL EXPENDITURES ***	\$78,566.00	\$1,612.50	\$67,489.75	\$9,463.75
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District  
 SPECIAL REVENUE - FUND 20  
 SCHEDULE OF REVENUES  
 ACTUAL COMPARED WITH ESTIMATED  
 For 2 Month Period Ending 08/31/14

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
--- FEDERAL SOURCES ---			
4411-16 Title I	\$24,315.00	.00	\$24,315.00
4451-55 Title II	\$4,755.00	.00	\$4,755.00
4420-29 I.D.E.A. Part B (Handicapped)	\$49,496.00	.00	\$49,496.00
	-----	-----	-----
Total Revenues from Federal Sources	\$78,566.00	\$0.00	\$78,566.00
	=====	=====	=====
TOTAL REVENUES/SOURCES OF FUNDS	\$78,566.00	\$0.00	\$78,566.00
	=====	=====	=====



REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District  
 Special Revenue Fund - Fund 20  
 STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
 For 2 Month Period Ending 08/31/14

	Appropriations	Expenditures	Encumbrances	Available Balance
PRESCHOOL EDUCATION AID				
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$78,566.00	\$1,612.50	\$67,489.75	\$9,463.75
T O T A L    E X P E N D I T U R E	\$78,566.00	\$1,612.50	\$67,489.75	\$9,463.75

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Bass River Township School District

Attachment 8

Special Revenue Fund - Fund 20  
For 2 Month Period Ending 08/31/14

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

-----

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District  
 Capital Projects Fund - Fund 30  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/14

=====  
 ASSETS AND RESOURCES  
 =====

--- A S S E T S ---

--- R E S O U R C E S ---

\_\_\_\_\_

\_\_\_\_\_

=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Bass River Township School District

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 2 Month Period Ending 08/31/14

=====  
LIABILITIES AND FUND EQUITY  
=====

FUND BALANCE

\_\_\_\_\_

--- Appropriated ---

--- Unappropriated ---

REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District

Capital Projects Fund - Fund 30  
 INTERIM STATEMENTS COMPARING  
 BUDGET REVENUE WITH ACTUAL TO DATE AND  
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
 For 2 Month Period Ending 08/31/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***	_____	_____	_____	_____
	=====	=====	=====	=====
*** EXPENDITURES ***	_____	_____	_____	AVAILABLE BALANCE
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Bass River Township School District

Attachment 8

Capital Projects Fund - Fund 30  
For 2 Month Period Ending 08/31/14

I, \_\_\_\_\_, Board Secretary/Business Administrator  
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which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Business Administrator

\_\_\_\_\_  
Date

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District  
 Debt Service Fund - Fund 40  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/14

=====  
 ASSETS AND RESOURCES  
 =====

--- A S S E T S ---

--- R E S O U R C E S ---

\_\_\_\_\_

\_\_\_\_\_

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REPORT OF THE SECRETARY  
 TO THE BOARD OF EDUCATION  
 Bass River Township School District

Debt Service Fund - Fund 40  
 Interim Balance Sheet  
 For 2 Month Period Ending 08/31/14

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

\_\_\_\_\_

--- Appropriated ---

Reserved fund balance:

--- Unappropriated ---

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
	_____	_____	_____
--- Change in Maint. / Capital reserve account ---			
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
	_____	_____	_____

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Bass River Township School District

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/14

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***	_____	_____	_____	_____
	=====	=====	=====	=====

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Bass River Township School District

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 2 Month Period Ending 08/31/14

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	<hr/>	<hr/>	<hr/>

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION

Attachment 8

Bass River Township School District  
Debt Service Fund - Fund 40

For 2 Month Period Ending 08/31/14

I, \_\_\_\_\_, Board Secretary/Business Administrator  
certify that no line item account has encumbrances and expenditures,  
which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

\_\_\_\_\_  
Board Secretary/Administrator

\_\_\_\_\_  
Date

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**REPORT OF THE TREASURER  
OF THE BASS RIVER TOWNSHIP BOARD OF EDUCATION**

**ALL FUNDS**

**FOR THE MONTH ENDING  
August 2014**

CASH REPORT					
		(1)	(2)	(3)	(4)
	FUNDS	BEGINNING CASH BALANCE	CASH RECEIPTS THIS MONTH	CASH DISBURSEMENTS THIS MONTH	ENDING BALANCE (1) + (2) - (3)
	<b>GOVERNMENTAL FUNDS</b>				
1	General Fund 10	295,773.25	112,902.98	167,541.03	241,135.20
2	Special Revenue Fund - Fund 20	631.92		3,347.50	-2,715.58
3	Capital Projects - Fund 30	0.00			0.00
4	Debt Service - Fund 40	0.00			0.00
6	<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>296,405.17</b>	<b>112,902.98</b>	<b>170,888.53</b>	<b>238,419.62</b>
7	<i>Unemployment Fund</i>	<b>26,248.07</b>	<b>2.90</b>		<b>26,250.97</b>
8	<i>Enterprise Fund - Fund 5X</i>	<b>0.00</b>			<b>0.00</b>
9	<b>TRUST AND AGENCY RECORDS</b>				
10	Payroll	73.32	16,550.35	16,550.05	73.62
11	Payroll Agency	3,496.25	11,295.21	9,983.53	4,807.93
12	Other - General Organizational	10,093.62	301.15		10,394.77
13	<b>TOTAL TRUST &amp; AGENCY</b>	<b>13,663.19</b>	<b>28,146.71</b>	<b>26,533.58</b>	<b>15,276.32</b>
14	<b>TOTAL ALL FUNDS</b>	<b>336,316.43</b>	<b>141,052.59</b>	<b>197,422.11</b>	<b>279,946.91</b>

PREPARED AND SUBMITTED BY:

*Kimberly Sprague*  
 \_\_\_\_\_  
 Kimberly Sprague  
 Treasurer of School Moneys

10/23/14  
 \_\_\_\_\_  
 Date

## Warrant ACCOUNT

August 2014

<b>Ending Bank Balance</b>		<u>\$ 238,556.30</u>
Adjustments		\$ -
Deposits in Transit		\$ -
Outstanding Checks (See List)		<u>\$ 136.68</u>
<b>Adjusted Bank Balance</b>		<b>\$ 238,419.62</b>
<b>Beginning Book Balance</b>		<b>\$ 296,405.17</b>
Receipts:		
Total Receipts		<b>\$ 112,902.98</b>
Disbursements NJSHBP		
Bill List	\$	-
Bill List	\$	143,620.73
Payroll	\$	9,800.48
Agency	\$	5,796.23
Payroll	\$	6,749.57
Agency	\$	4,921.52
Payroll		
Bill List		
Total Disbursements		<u>\$ 170,888.53</u>
Adjustments:		<u>\$ -</u>
<b>Ending Book Balance</b>		<b><u>\$ 238,419.62</u></b>
Difference		\$ -



**Warrant ACCOUNT**

**August 2014**

**Outstanding Checks**

<u>Date</u>	<u>Check Number</u>	<u>Payable To:</u>	<u>Amount</u>
8/5/2014	14607		\$ 136.68

\$ 136.68

**UNEMPLOYMENT ACCOUNT      August 2014**

<b>Ending Bank Balance</b>		\$	26,250.97
Adjustments		\$	-
Deposits in Transit			
Outstanding Checks (See List)		\$	-
<b>Adjusted Bank Balance</b>		\$	26,250.97
<b>Beginning Book Balance</b>		\$	26,248.07
Receipts:		\$	2.90
Disbursements:			
Bill list	\$	-	
Interest Sweep	\$	-	
<b>Total Disbursements</b>		\$	-
Adjustments:			
<b>Ending Book Balance</b>		\$	26,250.97
Difference		\$	-

**UNEMPLOYMENT ACCOUNT August 2014**

**Outstanding Checks**

Date	Check Number	Payable To:	Amount
------	--------------	-------------	--------

Total			\$ -
-------	--	--	------

<b>Payroll ACCOUNT</b>	<b>August 2014</b>	
<b>Ending Bank Balance</b>	\$	886.11
Adjustments		
Ck 11526 cashed as 371.00 S/B 371.35	\$	(0.35)
Deposits in Transit		
Outstanding Checks (See List)	\$	812.14
<b>Adjusted Bank Balance</b>	\$	73.62
<b>Beginning Book Balance</b>	\$	73.32
Receipts:		
Interest	\$	0.30
Transfer from Warrant	\$	9,800.48
Transfer from Warrant	\$	6,749.57
Transfer from Warrant		
Total Receipts	\$	16,550.35
Disbursements:		
Interest Sweep	\$	-
Net Payroll	\$	9,800.48
Net Payroll	\$	6,749.57
Net Payroll	\$	-
Fee		
Total Disbursements	\$	16,550.05
Adjustments:		
<b>Ending Book Balance</b>	\$	73.62
Difference	\$	0.00

## Payroll ACCOUNT

August 2014

## Outstanding Checks

Date	Check Number		
6/30/2014	13364	\$	324.95
7/15/2014	13374	\$	383.56
8/30/2014	13391	\$	103.63

\$ -

\$ 812.14

**Payroll Agency ACCOUNT****August 2014**

<b>Ending Bank Balance</b>		\$	7,925.70
Adjustments		\$	-
Deposits in Transit			
Outstanding Checks (See List)		\$	3,117.77
<b>Adjusted Bank Balance</b>		\$	4,807.93
<b>Beginning Book Balance</b>		\$	3,496.25
Receipts:			
Interest	\$	0.80	
Transfer from Warrant	\$	5,796.23	
Transfer from Warrant	\$	4,921.52	
Void Check	\$	576.66	
Transfer from Warrant	\$	-	
Total Receipts		\$	11,295.21
Disbursements:			
Agency	\$	3,988.62	
Agency	\$	3,117.77	
Agency	\$	306.48	
Pensions	\$	2,545.66	
FSA	\$	25.00	
Total Disbursements		\$	9,983.53
Adjustments:			
<b>Ending Book Balance</b>		\$	4,807.93
Difference		\$	-

## Payroll Agency ACCOUNT

August 2014

## Outstanding Checks

Date	Check #	Payable To:		
08/30/14		Prudential		
		Equitable	\$	80.00
		VALIC	\$	50.00
		NWM		
		NJEA		
		Wachovia Securities		
		ABCO	\$	25.00
		Prudential		
		AFLAC		
		TPAF		
		PERS		
		Fed Taxes	\$	2,670.40
		State Taxes	\$	292.37
		Pension Adj		
		BR UI		
		NJSHBP		
		NJEA		
		SUI		
				<u>\$3,117.77</u>

## Bill List

8/15/2014	Equitable	\$	80.00
	VALIC	\$	50.00
	NJEA		
	Wachovia		
	ABCO	\$	25.00
	Fed	\$	3,412.84
	State	\$	420.78
			<u>\$ 3,988.62</u>
8/30/2014	Equitable	\$	80.00
	VALIC	\$	50.00
	NWM		
	NJEA		
	Wachovia		
	Burlington County Public Employees		
	ABCO	\$	25.00
	Prudential		
	AFLAC	\$	306.48
	Fed	\$	2,670.40
	State	\$	292.37
	SUI		
			<u>\$ 3,424.25</u>
	PERS ?	\$	1,232.72
	TPAF ?	\$	1,312.94
	PERS ?	\$	-
	TPAF ?	\$	-
			<u>\$ 2,545.66</u>
		\$	9,958.53
	NJSHBP		
	NJSHBP	\$	-
	FSA	\$	25.00
	Unknown	\$	-
	Interest Sweep	\$	-
		\$	9,983.53
	UI Pymt		0
		\$	9,983.53



**STUDENT ACTIVITIES ACCOUNT August 2014**

<b>Ending Bank Balance</b>	<u>\$ 10,394.77</u>
Adjustments	\$ -
Deposits in Transit	\$ -
Outstanding Checks (See List)	<u>\$ -</u>
<b>Adjusted Bank Balance</b>	<b>\$ 10,394.77</b>
<b>Beginning Book Balance</b>	\$ 10,093.62
Receipts:	
Deposits	\$ 300.00
Interest	\$ 1.15
<b>Total Receipts</b>	<u>\$ 301.15</u>
Deposits in Transit	\$ -
Disbursements:	
Interest Sweep	\$ -
Bill List	\$ -
<b>Total Disbursements</b>	<u>\$ -</u>
Adjustments:	<u>\$ -</u>
<b>Ending Book Balance</b>	<u><b>\$ 10,394.77</b></u>
Difference	\$ -

**STUDENT ACTIVITIES ACCOUNT August 2014**

**Outstanding Checks**

<u>Date</u>	<u>Check Number</u>	<u>Payable To:</u>	<u>Amount</u>
-------------	---------------------	--------------------	---------------

Total

\$ -

# NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance - School Year 2014-15 District Information and Score Summary Page

ATTACHMENT #9

<b>District</b>	<b>Bass River Township</b>
<b>County</b>	<b>Burlington</b>
<b>District Superintendent</b>	<b>Larry Mathis</b>
<b>District Mailing Address</b>	<b>PO Box 304 11 N. Maple Ave. New Gretna, NJ 08224</b>
<b>Superintendent Email</b>	<a href="mailto:lmathis@brsdnj.org">lmathis@brsdnj.org</a>

<b>SOA Area</b>	<b>Score # of Yes Responses</b>	<b>Score % of Yes Responses</b>
<b>Instruction and Program</b>	<b>5</b>	<b>100%</b>
<b>Fiscal Management</b>	<b>10</b>	<b>100%</b>
<b>Governance</b>	<b>9</b>	<b>90%</b>
<b>Personnel</b>	<b>5</b>	<b>100%</b>
<b>Operations</b>	<b>20</b>	<b>100%</b>

**NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM (NJQSAC)  
STATEMENT OF ASSURANCE - SCHOOL YEAR 2014-15**

**DECLARATION PAGE**

**Type District Name Here**

**By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.**

<b>POSITION</b>	<b>NAME</b>	<b>SIGNATURE</b>
<b>Chief School Administrator</b>	<b>Larry Mathis</b>	
<b>Board of Education President</b>	<b>Jacqueline Heinrichs</b>	
<b>Board Resolution Date: November 4, 2014</b>		

Bass River Township  
**District**

Burlington  
**County**

**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here					
Instruction and Program		Type "1" for Yes or N/A, or "0" for No	Comments		
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).		<b>1</b>			
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).		<b>1</b>			
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).					
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Type "1" if all curricula are aligned or type "0" if one or more curricula are <u>not</u> aligned	Comments	
English Language Arts: Common Core State Standards (CCSS) for English Language Arts & Literacy (June 2010) Referred to as Language Arts Literacy in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	10/2012			

**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here			
Content Area and Date Standards were Adopted by State Board of Education	Date by which districts are required to align the curriculum with the NJCCCS or CCSS	Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards	Comments
Math: CCSS (June 2010)	September 2011 (K-2); September 2012 (3-5 & high school); September 2013 (6-8); (prior to 2013, Districts are required to implement the 2008 NJCCS for Mathematics for grades 6-8)	10/2012	
Science: NJCCCS (June 2009)	September 2011	10/2012	
Social Studies: NJCCCS (September 2009)	September 2012	10/2012	

**NJSAC Statement of Assurance  
School Year 2014-15**

**Type District Name Here**

<b>Content Area and Date Standards were Adopted by State Board of Education</b>	<b>Date by which districts are required to align the curriculum with the NJCCCS or CCSS</b>	<b>Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards</b>	<p align="center"><b>1</b></p>	<b>Comments</b>	
World Languages: NJCCCS (June 2009)	September 2012	10/2012			
<b>Technology: NJCCCS (June 2009) Referred to as Technology and Career Education in Appendix C of N.J.A.C. 6A:30-3.1(e)</b>	September 2012	10/2012			
<b>21st Century Life and Careers: NJCCCS (June 2009) Referred to as Consumer, Family and Life Skills in Appendix C of N.J.A.C. 6A:30-3.1(e)</b>	September 2012	10/2012			
<b>Content Area and Date Standards were Adopted by State Board of Education</b>	<b>Date by which districts are required to align the curriculum with the NJCCCS or CCSS</b>	<b>Enter the <u>Month and Year</u> (mm/yyyy) of District Board Approval of Curriculum as Aligned to the Current State Board-adopted Standards</b>			<b>Comments</b>

**NJQSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here				
Visual and Performing Arts: NJCCCS (June 2009) Referred to as Arts Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	10/2012		
Comprehensive Health and Physical Education: NJCCCS (June 2009) Referred to as Health and Physical Education in Appendix C of N.J.A.C. 6A:30-3.1(e)	September 2012	10/2012		



**NJQSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
Instruction and Program	Type "1" for Yes or N/A, or "0" for No	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program ( <i>N.J.A.C. 6A:19 et seq.</i> ).	<b>1</b>	
5. Has a preschool program plan approved by NJDOE, Division of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if <b>district receives State preschool education aid</b> ). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula established in P.L. 2007, c. 260, the preschool Self-Assessment Validation System is complete, as per <i>N.J.A.C. 6A:13A-8.1</i> .	<b>1</b>	
<b>Instruction &amp; Program Subtotal</b>	<b>5</b>	
Fiscal Management		
Fiscal Management	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements	<b>1</b>	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts. If there were no out-of-district placements, this indicator should be checked N/A.	<b>1</b>	

**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
<b>Fiscal Management</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (N.J.A.C. 6A:26-2.1) and the comprehensive maintenance plan (N.J.A.C. 6A:26- 20).	<b>1</b>	
4. Supports other budget lines by a trend analysis of historical expenditures.	<b>1</b>	
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes.	<b>1</b>	
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	<b>1</b>	
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	<b>1</b>	
8. Expends federal funds consistent with the approved indirect cost rate.	<b>1</b>	
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	<b>1</b>	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	<b>1</b>	
<b>Fiscal Management Subtotal</b>	<b>10</b>	

**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
Governance	Type "1" for Yes or N/A, or "0" for No	Comments
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et.seq).	<b>1</b>	
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	<b>1</b>	
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	<b>1</b>	
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).	<b>1</b>	
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).	<b>1</b>	
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).	<b>1</b>	
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1)	<b>1</b>	

**NJQSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
<b>Governance</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation ( <i>N.J.S.A. 18A:27-4.13</i> ).	<b>1</b>	
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended ( <i>N.J.A.C. 6A:23A-16.10</i> ).	<b>0</b>	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting ( <i>N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1</i> ).	<b>1</b>	
<b>Governance Subtotal</b>	<b>9</b>	
<b>Personnel</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
The district:		
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment ( <i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i> ).	<b>1</b>	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment ( <i>N.J.S.A. 18A:6-7.1 et seq., 18A:39-19.1 and 18A:6-4.13 et seq.</i> ).	<b>1</b>	

**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
<b>Personnel</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files ( <i>N.J.A.C. 6A:32-6.2 and 6.3</i> ).	<b>1</b>	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 ( <i>N.J.A.C. 6A:10</i> ).	<b>1</b>	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs ( <i>N.J.A.C. 6A:9-15 et seq.</i> ).	<b>1</b>	
<b>Personnel Subtotal</b>	<b>5</b>	
Operations		
<b>Operations</b>	<b>Type "1" for Yes or N/A, or "0" for No</b>	<b>Comments</b>
The district:		
1. Conducts all required trainings for school district employees ( <i>N.J.S.A. 18A and N.J.A.C. 6A</i> ).	<b>1</b>	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	<b>1</b>	
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements ( <i>N.J.A.C. 6A:16-7.1</i> ).	<b>1</b>	

**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them <i>(N.J.A.C. 6A:16-5.3)</i> .	<b>1</b>	
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website <i>(N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7)</i> .	<b>1</b>	
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB <i>(N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5)</i> .	<b>1</b>	
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement <i>(N.J.A.C. 6A:16-6.2)</i> .	<b>1</b>	
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills <i>(N.J.A.C. 6A:27-11 and 12.1(g))</i> .	<b>1</b>	

**NJSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district <i>(N.J.A.C. 6A:16-11)</i> .	<b>1</b>	
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records <i>(N.J.A.C. 6A:16-2.1 et seq)</i> .	<b>1</b>	
11. Implements the NJDOE-approved school health nursing services plan <i>(N.J.A.C. 6A:16-2.1(b))</i> .	<b>1</b>	
12. Implements a board-approved comprehensive guidance and academic counseling program for all students <i>(N.J.A.C. 6A:8-3.2)</i> .	<b>1</b>	
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team <i>(N.J.A.C. 6A:14-3.7(e)11-13)</i> .	<b>1</b>	
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee), as part of its coordinated system for the planning and delivery of intervention and referral services <i>(N.J.A.C. 6A:16-8)</i> .	<b>1</b>	
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness <i>(N.J.A.C. 6A:16-7.2; 7.3 and 10)</i> . If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	<b>1</b>	

**NJQSAC Statement of Assurance  
School Year 2014-15**

Type District Name Here		
Operations	Type "1" for Yes or N/A, or "0" for No	Comments
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools ( <i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i> ).	<b>1</b>	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services ( <i>N.J.S.A. 18A:46A-1 et seq and N.J.A.C. 6A:14-6.1 et seq</i> ) and Chapter 193 Remedial Services for the Handicapped ( <i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1 et seq</i> ).	<b>1</b>	
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care ( <i>N.J.S.A. 18A:40A-B et seq and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3 and 6A:16-4</i> ).	<b>1</b>	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents ( <i>N.J.A.C. 6A:16-5.1 et seq</i> ).	<b>1</b>	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood ( <i>N.J.A.C. 6A:7-1.4</i> ).	<b>1</b>	
<b>Operations Subtotal</b>	<b>20</b>	



## Staff Travel Report - November 4th, 2014 Agenda

Name	Seminar/Workshop	Event Date	Cost			Total Cost	Supt. Approval Date
			Seminar/ Workshop	Mileage	Tolls/ Meals		
Regina Schneider	Increase Student Learning w/Ipad Apps	11/19/14	\$ 229.00	\$ 18.99	\$ -	\$ 247.99	09/24/14
Chris Manzer	Use of Interactive Whiteboards	11/21/14	\$ 229.00	\$ 13.55	\$ -	\$ 242.55	09/18/14
Terri Evans	Pediatric Asthma & Allergy Management	12/16/14	\$ 59.00	\$ 28.96	\$ 4.00	\$ 91.96	09/18/14
Joni Burns	Harrassment, Intimidation, & Bullying Prevention Training Program	10/09/14	\$ 150.00	\$ 29.62	\$ -	\$ 179.62	09/30/14
Larry Mathis	Harrassment, Intimidation, & Bullying Prevention Training Program	10/09/14	\$ 100.00	\$ -	\$ -	\$ 100.00	09/25/14
Ginni Taylor	Phonics First Foundations Level 1	10/27, 10/28, 11/19, & 11/20/14	0 - Using ETTC Hours	\$ -	\$ -	\$ -	10/06/14
Angela Randall	Google Educator Certification Boot Camp	12/5 & 12/12/14	0 - Using ETTC Hours	\$ 15.50	\$ 1.50	\$ 17.00	10/07/14
Joan Wallis	Iphoto & Imovie on the Ipad	12/17/14	0 - Using ETTC Hours	\$ -	\$ -	\$ -	10/28/14
Jen Gouveia	Making the Best Use of Ipads	11/25/14	\$ 229.00	\$ 25.42	\$ -	\$ 254.42	10/28/14
		<b>Total Pg. 1:</b>	\$ 996.00	\$ 132.04	\$ 5.50	\$ 1,133.54	

# NURSING SERVICES PLAN

2014/15

## **1. Basic Nursing Services**

### *Overview*

The following school health services are provided or available to all students

- Screening students for immunizations
- Exclusion of students with infectious conditions
- Height, weight, vision, hearing, blood pressure and scoliosis screening
- Care for urgent illness or injury
- Administration of medication with proper documentation
- Daily support to students with chronic health needs

In an ongoing effort to ensure the educational process by improving and protecting the health status of children and staff, the Certified School Nurse takes on a multitude of roles within the scope of her professional practice. The Certified School Nurse assumes the role of Nurse Manager of the students medical, physical and emotional needs. The Certified School Nurse, as a manager, acts as a care provider, investigator, communicator, counselor, educator, child advocate, community liaison, homeless liaison, and record keeper

### *Manager*

The Certified School Nurse takes on the role of Nurse Manager that encompasses a variety of skills needed to deliver a comprehensive school health program. In the school setting it is essential to manage any health problems that are likely to compromise learning. The school health care providers must prioritize health concerns and provide necessary health services to achieve this goal. Researching and writing recommendations for board policies based on changes in state code, and submitting quality assurance reports should be some of the Certified School Nurses' administrative responsibilities. Currently the Certified School Nurse has detention duty a few times a year.

### *Nursing Care Provider*

Within the role of nursing care provider, the school nurse uses the nursing process, which includes assessing, planning, implementing and evaluating the nursing care in an ongoing manner. The development and implementation of Individualized Health Care Plans (IHCP's), Emergency Care Plans (ECP's), Medication Care Plans (MCP's) and transportation plans for each student with acute or chronic health concerns is an important aspect of this process.

Other student services include but are not limited to the distribution of medications, emergency first aid, preventative medical services, conducting health screenings, student physicals, reviewing student medical records, reviewing

immunizations and recommending students to be excluded for inadequate immunizations or communicable disease, Fluoride distribution, Mantoux testing documentation, and education on health related issues

The Certified School Nurse is an important part of the core team/chain of command in formulating and implementing the school disaster plan. The Certified School Nurse is CPR certified.

The Certified School Nurse facilitates preventative medical services, including the Hepatitis B vaccine and physicals, reporting to the state or county Health department on influenza trends, immunizations, mandated Mantoux testing and record keeping, provides first aid and education on health related issues to all staff members.

### ***Investigator***

As an investigator, the Certified School Nurse seeks information regarding health histories, health practices, environmental concerns, safety issues, communicable disease patterns and current health information relevant to the practice of school nursing. Consultation with parents and guardians, pediatricians, specialists, health agencies, family service agencies, classroom teachers, support staff and custodial staff are sought in order to gather information to maintain and promote an optimum health status of students and staff. Due to the age level of many of our students, simple issues often require complex investigations to get to the root of the health issues.

### ***Communicator***

In the role of communicator, the Certified School Nurse uses varied approaches to share important information with students, parents/guardians, staff members, physicians, health care and public agencies, government departments and administration. Telephone conferences, faxes, personal letters, newsletter communiqués, health alert flyers, bulletin board postings, e-mail communications, personal conferences, staff and committee meetings, administrative meetings, Interventions and Referral Services meetings and Child Study Team meetings represent some of the many ways in which health information is communicated.

### ***Counselor***

Certified School Nurses serve in the role of counselor to the students, parents/guardians and staff alike, regarding health issues and personal concerns. Referrals are made to health care providers, social agencies, the school psychologist/social worker and Chief School Administrator as needed.

### ***Educator***

The role of educator is a vital role for the Certified School Nurse. The Certified School Nurse provides formal classroom instruction on a weekly basis for Grades K-3. The current Family Life Education/Health Curriculum was written by the Certified School Nurse. Topics include feelings, family life, dental health, personal hygiene,

medicines and drugs, nutrition, conflict resolution and personal safety all within the New Jersey Core Curriculum standards. Informal teaching takes place continuously on an individual basis during the delivery of nursing care to both students and staff. Topics may include but are not limited to, personal safety, medication instruction, personal medical care, dental health, personal hygiene, food allergies, conflict resolution, eating disorders and the human body. Staff education on pertinent health topics (asthma, bloodborne pathogens, handwashing, allergies, diabetes, child abuse, seizure disorders, etc..) is provided at staff meetings, individually, or in small groups, as appropriate. Parent education is provided through phone or personal consultations, written materials and informational sessions.

### ***Child Advocate***

As a child advocate, the Certified School Nurse works closely with staff and families to facilitate that the student's health needs and accommodations are identified and met. Advocacy can extend beyond these arenas to include referrals for health services, dental care, counseling, community programs, support groups, camps and the Division of Youth and Family Services. As an integral part of the Child Study Team the Certified School Nurse is in a position to advocate for the student on all health and safety issues.

### ***Community Liaison***

In the role of community liaison, the Certified School Nurse works with local groups and organizations to bring special programs to the school. As a member of the local Municipal Alliance (B.R.M.A.), the school nurse assists with assembly programs, classroom programs and other activities sponsored by this community group.

Workshops on a variety of health and education issues have been presented in the past to parents/guardians (these include some entitled **Healthy Kids Make Better Learners, The Distractible Learner, N. J. Child Assault Prevention, Bullying and Lead Poisoning**). Some of these workshops were obtained through the efforts of the Certified School Nurse writing grants.

New Jersey Commission for the Blind visits for vision screenings/glasses and a Lead Poisoning Presentation from the Burlington County Health Department have all been initiated and supervised by the Certified School Nurse.

The Fluoride program implemented in 1984 originated from a grant written by the Certified School Nurse and continues on a weekly basis.

### ***Recorder/Record Keeper***

A time-consuming role for the Certified School Nurse is the role of recorder. A legal record must be maintained for each student and documentation for each incident of nursing care is required. Each entry must include a **detailed** account of the complaint, date, time, assessment, implementation and evaluation of care given. Written communication to and from parents or health care providers must also be incorporated into the student records. Data must be collected and recorded for state agencies related to

immunizations, tuberculosis testing, medical waste management, employee injuries, accidents and disabilities. Insurance forms for students and employee's workman's compensation are initiated by the Certified School Nurse.

### ***Homeless Liaison***

The Certified School Nurse is also responsible for assisting the Chief School Administrator, school secretary and social worker in making determinations whether specific children and their families are homeless. This responsibility typically involves revisiting documents, meeting with parent/guardians, interviewing them to determine if their current place of residence is permanent and if not, determining the location of their last permanent place of residence. It is critical that a fair and expeditious determination be made in order to ensure that the child has access to a free public education, (FAPE) and is receiving all eligible educational services that are provided for within the limitations of the state and federal laws.

## **2. Summary of Specific Medical Needs and Required Nursing Services**

The assignment of the school nurse in the Bass River Elementary School is not based solely on student population. Consideration must also be given for the special needs population and the severity of health concerns present within the school building. Severity coding can be broken down into four levels: Nursing Dependent, Medically Fragile, Medically Complex and Health Concerns, the qualifications for each level are listed below.

### ***Level I: Nursing Dependent***

Nursing dependent students require 24 hour per day, frequently one-on-one skilled nursing care for survival. Many are dependent on technological devices for breathing such as ventilators, and they require continuous nursing assessment and intervention. Without the use of correct medical technology and skilled nursing care, the student will experience irreversible damage or death.

### ***Level II: Medically Fragile***

Students with complicated health needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to: Severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheotomy care and suctioning, unstable or newly diagnosed diabetics with unscheduled blood sugar monitoring and insulin injections, diabetes and insulin pumps requiring monitoring and asthmatics requiring Nebulizer treatments.

### ***Level III: Medically Complex***

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include but are not limited to: ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma, (inhaler, peak flow meters), carefully timed medications, medications with major side-effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

### ***Level IV: Health Concerns***

In the category of health concerns, the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, varying from bi-weekly to annually. Examples include but are not limited to: dental disease, headaches, migraines, sensory impairments, diabetes self managed by the student, dietary restrictions, eating disorders, orthopedic conditions requiring accommodation and encephalitis.

In preparing the Nursing Services Plan each year, it is critical to review not only the school population but also the severity of health concerns and associated time requirements for medical procedures, treatments, interventions and assessments. The attached summary of data supports the need for the services of the Certified School Nurse.

### ***Demographics***

One School Building

Grade Levels: Pre-K, K, 1, 2, 3, 4, 5, 6

Student Population: 113

General Education Enrollment: 1

Pre-School Enrollment: 7

Special Education Enrollment: 0 (out-of-district); 24 (with-in district)

### ***Students Medical Severity Coding***

*Based on the Washington Model of Acuity\**

Level I: Nursing Dependent	0
Level II: Medically Fragile	4
Level III: Medically Complex	13

### **3. Emergency Situations**

An Emergency Information Record is completed on each child upon enrollment and updated yearly. Information on this card is used to contact parents should their child become ill or get injured at school. This card lists home phone, work phone and cell phone numbers. Two emergency contacts are requested in case the parent cannot be reached.

If a child becomes ill and needs immediate care the above emergency card would be utilized to contact parents or their designee(s) to care for the child. All illness's will be treated by the certified school nurse according to the school physician approved standing orders and protocols. If parents are not able to be reached the student is only released to those persons designated to care for the student by the parents. If the illness was determined to be severe 911 would be called and the child would be transported to the nearest medical facility by ambulance. The parent would be notified and if able to arrive at school would accompany the child. If the parent was not available an adult from the school will accompany the student with all available health information and stay with the student until the parent arrives.

A student who is injured during the school day or during school sponsored functions during the school day is treated by the certified school nurse following the school physician approved standing orders and protocols. If it is determined that the student requires further treatment the parent is notified. If emergency personnel are required they are also immediately notified. If the injury is not severe the parent or guardian is instructed to take the child to the emergency room or their physician's office for further treatment. If it is determined that the student requires immediate care, 911 is called and the parent is notified. The ambulance or rescue squad transports the student to the emergency room with parent notification. If the parent is present, the parent will accompany the student to the emergency room. If no parent is available an adult from the school will accompany the student to the emergency room with available health information and stay with the student until the parent arrives.

All students who have asthma have an IHCP that includes an asthma action care plan (updated yearly) signed by their physician and parent. If medications are required the prescription medication form is completed so the medication can be given as the physician ordered. Students with food allergies have an IHCP that includes a Food Allergy Plan (updated yearly) signed by the physician and parent. If any medications are required the prescription medication form is completed so the medication can be given as the physician ordered.

The school physician writes orders for epinephrine junior and epinephrine regular every year to be used in emergency situations. These are stored in a readily available container

to be used if an emergency occurs. Three staff members have been trained in the emergency administration of epinephrine and to call 911 immediately.

An AED is located outside of the school nurses door to be used in case of sudden cardiac arrest. The certified school nurse, superintendent, and two teachers are CPR and AED certified.

#### ***Students Requiring Epinephrine in Emergency Situations:***

If a student has a history of requiring epinephrine for an allergic reaction the following protocol is used:

- Permission for prescribed medication form is completed by the students physician and signed by the parent
- If the student has Asthma, an Asthma action plan is completed and signed by the physician, giving instructions for the epinephrine administration. This is also signed by the parent.
- If the student has Food Allergies, a Food Allergy Plan is completed and signed by the physician, giving instructions on protocols to follow. This is also signed by the parent. The certified school nurse follows the directions that the physician has written
- If epinephrine is given the parent is notified, 911 is called and the student is monitored by the certified school nurse until the ambulance arrives. A copy of all available health information would go with the child.
- The student would then be transported to the nearest emergency room accompanied by the parent if available or an adult from the school who remains until the parent arrives

#### **4. Assigned Duties & Responsibilities**

The Bass River Elementary School currently employs one Certified School Nurse to provide skilled nursing care to students in Pre-K to Grade 6. The school nurse also has the responsibility of regularly scheduled teaching assignments and is a member of the Wellness Committee, the I &RS Team, the Crisis/Security Committee and the School Safety Committee. The Level II and Level III students all require IHP's (total 14 ). Currently 1 student has a 504 plans. There are approx. 26 Special Education students, requiring attendance at CST Meetings and/or Student Assistance Team meetings. There are 8 students on medications, 3 receive medication daily and the remainder are when necessary medications. Approximately 20 students are seen daily for illness, minor injuries or other health concerns. The school nurse also serves as the counseling resource when the social worker is not available. The school nurse has written the Family Life Curriculum and assisted in writing Grants, providing In-service education, wellness activities and many other educational programs. In addition she is the liaison with the Municipal Alliance. The nurse serves as the liaison between the students, parents and staff as needed.



**5. Nursing Services provided to nonpublic schools:**

At the present time no nursing services are provided to any nonpublic schools.

The Chief School Administrator and the Certified School Nurse in consultation with the School Physician developed the Bass River Elementary School Nursing Services Plan.

*Approved on 10/2/14*  
*Joyce D. Leonetti D.O., M.P.H.*

**Joyce D. Leonetti, D.O., M.P.H.**  
**7 Harker Ave., Suite 2**  
**Berlin, NJ 08009**  
**(856) 767-0017**

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 1 of 6

Electronic Communications Between Support Staff  
Members and Students

**M**

### 4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 2 of 6

#### Electronic Communications Between Support Staff Members and Students

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 3 of 6

#### Electronic Communications Between Support Staff Members and Students

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
  - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
  - b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
  - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.
1. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student
  - a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
    - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 4 of 6

#### Electronic Communications Between Support Staff Members and Students

trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

2. Text Messaging Electronic Communications Between Support Staff Members and Students
  - a. Text messaging communications between a support staff member and an individual student are prohibited.
    - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.
3. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
  - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
  - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 5 of 6

#### Electronic Communications Between Support Staff Members and Students

- c. If a support staff member has a student(s) as a “friend” on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

#### Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.
2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 6 of 6

#### Electronic Communications Between Support Staff Members and Students

A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted:

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 1 of 6

### Electronic Communications Between Support Staff Members and Students

**M**

#### 4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:



# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 2 of 6

#### Electronic Communications Between Support Staff Members and Students

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 3 of 6

#### Electronic Communications Between Support Staff Members and Students

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
  - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
  - b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
  - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.
  
1. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student
  - a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
    - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 4 of 6

#### Electronic Communications Between Support Staff Members and Students

trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

2. Text Messaging Electronic Communications Between Support Staff Members and Students
  - a. Text messaging communications between a support staff member and an individual student are prohibited.
    - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.
3. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
  - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
  - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 5 of 6

#### Electronic Communications Between Support Staff Members and Students

- c. If a support staff member has a student(s) as a “friend” on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

#### Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.
2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

# POLICY

## BASS RIVER TOWNSHIP BOARD OF EDUCATION

### SUPPORT STAFF MEMBERS

4283/page 6 of 6

#### Electronic Communications Between Support Staff Members and Students

A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted:



**CONSORTIA AGREEMENT BETWEEN  
BASS RIVER TOWNSHIP SCHOOL DISTRICT,  
A NEW JERSEY SCHOOL DISTRICT AND THE  
EDUCATIONAL INFORMATION & RESOURCE CENTER (EIRC)**

- I. Client/Service Provider  
**BASS RIVER TOWNSHIP SCHOOL DISTRICT** agrees to enter into an Inter-Local Agency/Shared Service Agreement/Consortia with the EIRC to provide products and services to the **BASS RIVER TOWNSHIP SCHOOL DISTRICT** per **40A:65-1 et. seq.**, the Uniform Shared Services and Consolidation Act and **18A:6-95.1** Educational Information and Resource Center; establishment; services provided.
- II. Provisions  
All services and products included in the 2014-2015 EIRC catalog would be eligible and available for **BASS RIVER TOWNSHIP SCHOOL DISTRICT** to participate. Proposals will be submitted for approval on items in the catalog that need specific pricing based on the needs of the district.
- III. Payment/Purchase Orders  
All Purchase Orders and checks are to be made payable to EIRC, 107 Gilbreth Parkway, Ste. 200, Mullica Hill, NJ 08062
- IV. This constitutes the entire Agreement between EIRC and **BASS RIVER TOWNSHIP SCHOOL DISTRICT** for the delivery of Products and Services. Any modifications of this Agreement may only be made in writing with the approval of both parties.

Signatures below indicate that this Agreement has been received, read, and its provisions accepted. This agreement is for July 1, 2014 - June 30, 2015 school year.

Terms on all purchases: Net 30

**BASS RIVER TOWNSHIP SCHOOL DISTRICT**

**EDUCATIONAL INFORMATION  
AND RESOURCE CENTER**

BY: \_\_\_\_\_  
Board President

BY: \_\_\_\_\_  
Business Administrator

BY: \_\_\_\_\_  
Board Secretary

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



## Sterling High School Shared Service Agreement

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_, 2014 between the BOARD OF EDUCATION of **STERLING HIGH SCHOOL DISTRICT**, Somerdale, New Jersey (hereinafter referred to as "STERLING", and the **Bass River Elementary School District**, in **New Gretna, NJ** (hereinafter referred to as "SHARED SERVICE DISTRICT").

### WITNESSETH:

- A. N.J.S.A. 40A:65-1et seq. and 18A:18A-1, as appropriate, the Uniform Shared Services and Consolidation authorizes SHARED SERVICES by educational and municipal districts.
- B. STERLING and SHARED SERVICES DISTRICT are participating.
- C. SHARED SERVICES DISTRICT wishes to join with STERLING to share services. Service may include, but not limited to Business Office Services, Technology Support, Electrical, Curriculum Services, AHERA Services, HVAC, Plumbing, Custodial, Construction Management, Maintenance Services and Supplies and Materials.
- D. STERLING doing business as (DBA) South Jersey Technology Partnership (SJTP) has developed a partnership to deliver technology and other shared services.

NOW THEREFORE, in consideration of the premises and the covenants hereinafter set forth, the parties agree as follows:

1. STERLING and SHARED SERVICES DISTRICT shall from time to time purchase above products and services.
2. STERLING will be responsible for hiring certified and competent employees and all materials to complete the task.
3. The employees will be paid by STERLING.
4. STERLING will have the right to hire employees to work for the SHARED SERVICE DISTRICT.
5. SHARED SERVICE DISTRICT shall have the right to participate with any task or service.
6. SHARED SERVICE DISTRICT shall pay STERLING (SJTP) directly for technology items or services (or portions thereof) which they purchase.
7. SHARED SERVICE DISTRICT shall pay STERLING HIGH SCHOOL (SJTP) directly for those items or services (or portions thereof) which they purchase
8. Should this agreement be terminated by either party the shared service district agrees not to employ a current/previous SJTP employee for a period of one (1) year.
9. As per N.J.S.A., the term of this agreement shall be ten (10) years. Either party may cancel with a thirty (30) day written notice

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date herein above set forth.

ATTEST:

**Sterling High School  
Board of Education**

Elizabeth M. Chamberlain  
Board Secretary

Lauren Bauckman 9/18/14  
Board of Education President Date

ATTEST:

**Bass River Elementary School District**

Date

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement - To and From School

Host District <b>PINELANDS REGIONAL</b>								
Joiner District <b>BASS RIVER</b>								
Joiner District To and From Total Route Cost: <b>\$55,635.23</b>								
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)
Term of the Agreement (if other than the full school year)		Host District's Route Number	Destination	Contracted Vehicle	Contractor Code (If Applicable)	Number of Host District Students	Number of Joiner District Students	Joiner Cost
Start Date	End Date							
7/1/14	6/30/15	LB	LATE BUS DROP STUDENTS OFF	Y	2688	0	54	\$1,123.15
7/1/14	6/30/15	B	BASS RIVER ELEMENTARY	Y	2688	0	54	\$24,456.60
7/1/14	6/30/15	C	BASS RIVER ELEMENTARY	Y	2688	0	54	\$27,478.80
9/1/14	6/30/14	CHOICE	TUCKERTON ELEMENTARY	Y	2688	0	3	\$1,692.70
9/1/14	6/30/14	ASL1	ALL SAINTS REGIONAL	Y	2688	9	1	\$883.98
				N				
				N				
				N				
				N				
				N				
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STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION  
 Office of Student Transportation  
**2014-2015**  
**STUDENT TRANSPORTATION CONTRACT - Multi-Contract**

Board of Education of: Bass River Township School District

Multi-Contract or Route #: BRPREK1

Bid Number:

Contract Period: From 7/9/14 to 7/31/14, prorated from N/A

Contractor Name: DURHAM SCHOOL SERVICES

Terminal Location: LITTLE EGG HARBOR, NJ

Contractor Code: 2688

Total Multi-Contract Amount: \$ 1,173.00

(A) Route Number	(B) Destination	(C) School Type 1 Public 2 NP 3 PSD 4 Charter	(D) Arrival Time	(E) Departure Time	(F) Per Diem Cost	(G) # of Days	(H) Per Annum Cost	(I) Per Diem Aide Cost	(J) Cost Represents # of Aides	(K) # of Days for Aide	(L) Inc/Dec Provision	(M) Per Diem Contract Total	(N) Annual Contract Total
BRPREK1	BASS RIVER ELEM	1	9:00AM	11:30AM	69.00	17			0	0		\$ 69.00	\$ 1,173.00
						0			0	0			\$ -
						0			0	0			\$ -
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STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement

Host District **Tuckerton Borough School** County **OCEAN**

Joiner District **Bass River Elementary** County **OCEAN**  
**BURLINGTON**

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules, and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract, and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor's failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on changes to the route. The cost to the joiner district will be based on actual costs.

Host District Board of Education

President *Patricia J. Jones* Date 9-22-2014  
(Signature)

Secretary *Tracy M. Heath* Date 9-22-2014  
(Signature)

Joiner District Board of Education

President *[Signature]* Date \_\_\_\_\_  
(Signature)

Secretary *[Signature]* Date \_\_\_\_\_  
(Signature)

FOR COUNTY USE ONLY - Additional Comments (if necessary):

[Empty rectangular box for additional comments]

Host District Executive County Superintendent Approval

Executive County Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

Office of Student Transportation

2014-2015 Joint Transportation Agreement - To and From School

Host District <b>Tuckerton Borough School</b>								
Joiner District <b>Bass River Elementary</b>								
Joiner District To and From Total Route Cost:								
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)
Term of the Agreement (if other than the full school year)		Host District's Route Number	Destination	Contracted Vehicle	Contractor Code (If Applicable)	Number of Host District Students	Number of Joiner District Students	Joiner Cost
Start Date	End Date							
				N				
				N				
9/4/2014	6/17/2015	BR1	Bass River Elementary School	N			1	\$65.00/day
			\$65.00 per day x 180 days=\$11,700.00	N				
				N				
				N				
				N				
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