

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

**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:

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

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 – May 5, 2015 ([Attachment 1](#))
- Executive Session-May 5, 2015 ([Attachment 1a](#))

*Voice Vote*

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

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

**6. SUPERINTENDENT’S REPORT**

- **EXTENDED SCHOOL YEAR PROGRAM**

Motion to approve by roll call vote the following extended school year program staff from July 6, 2015 through July 30, 2015 at the specified rate for 2.5 hours per day, four (4) days per week.

<b>Karissa Reinhold</b>	<b>Instructional Aide</b>	<b>\$13.30/hour*</b>
<b>Jamie Bernaldo</b>	<b>K-6 Teacher</b>	<b>\$37.37/hour*</b>
<b>Teri Evans</b>	<b>School Nurse</b>	<b>\$37.37/hour*</b>
<b>Regina Schneider</b>	<b>Pre-School Teacher</b>	<b>\$37.37/hour*</b>

**\*Pending Contract Negotiations**

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

**Roll Call**

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

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

**· EXTRACURRICULAR STIPEND POSITIONS**

**Motion to approve by roll call vote the following extracurricular stipend positions for the 2015-2016 school year:**

<b>Lori Capaccio</b>	<b>Teacher in charge</b>	<b>\$901.00*</b>
<b>Lori Capaccio</b>	<b>Test Coordinator</b>	<b>\$2,215.00*</b>
<b>Barbara Kraus</b>	<b>Newspaper</b>	<b>\$104.50/issue*</b>
<b>Angela Randall</b>	<b>Newspaper</b>	<b>\$104.50/issue*</b>
<b>Ann Pomponio</b>	<b>Yearbook</b>	<b>\$901.00*</b>
<b>Chris Manzer</b>	<b>Homework Club</b>	<b>\$37.37/hour*</b>
<b>Jen Bevan</b>	<b>Student Council</b>	<b>\$752.25*</b>
<b>Lisa Nino</b>	<b>Student Council</b>	<b>\$752.25*</b>
<b>Ann Pomponio</b>	<b>Student Council</b>	<b>\$752.25*</b>
<b>JoAnn Stewart</b>	<b>Student Council</b>	<b>\$752.25*</b>
<b>Angela Randall</b>	<b>Webmaster</b>	<b>\$901.00*</b>

**\*Pending Contract Negotiations**

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

**Roll Call**

**Motion by \_\_\_\_\_ Secoded by \_\_\_\_\_**

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

**· CLUBS AND ADVISORS**

**Motion to approve by roll call vote the following club advisors  
for the 2015-2016 school year:**

<b>Jamie Bernaldo</b>	<b>Club Advisor</b>	<b>\$901.00*</b>
<b>Deb Callan</b>	<b>Club Advisor</b>	<b>\$901.00*</b>
<b>Jen Gouveia</b>	<b>Club Advisor</b>	<b>\$901.00*</b>
<b>Lisa Nino</b>	<b>Club Advisor</b>	<b>\$901.00*</b>
<b>Angela Randall</b>	<b>Club Advisor</b>	<b>\$901.00*</b>
<b>Allison Russomanno</b>	<b>Club Advisor</b>	<b>\$901.00*</b>

**\*Pending Contract Negotiations**

**Roll Call**

**Motion by \_\_\_\_\_ Secoded by \_\_\_\_\_**

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

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

· **SUBSTITUTE STAFF APPOINTMENTS ([Attachment #2](#))**

**Motion to approve by roll call vote substitute teachers, aides and nurses for the 2015-2016 school year per attached lists:**

**Roll Call**

**Motion by \_\_\_\_\_ Secoded by \_\_\_\_\_**

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

· **TRAVEL/TRAINING**

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

<b>Name</b>	<b>Seminar / Workshop</b>	<b>Event Date</b>	<b>Seminar / Workshop Cost</b>	<b>Mileage Cost</b>	<b>Tolls / Meals Cost</b>	<b>Total Cost</b>
Allison Russomanno	Art Therapy & Anxiety	6/16/15	\$179	\$19.35	N/A	\$198.35
		<b>Totals:</b>	<b>\$179</b>	<b>\$19.35</b>	<b>-0-</b>	<b>\$198.35</b>

**Roll Call**

**Motion by \_\_\_\_\_ Secoded by \_\_\_\_\_**

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

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

· **FACILITY USE REQUESTS**

**Motion to approve by roll call vote the following facility use request(s) as follows, pending receipt of proof of liability insurance.**

<b>Organization</b>	<b>Days of Week</b>	<b>Dates</b>	<b>Times</b>	<b>Location</b>
Bass River Township Municipal Alliance	Monday through Thursday	7/7/15 - 7/30/15	9:00am - 12:00pm	All purpose room, 2nd & 3rd grade classrooms, & playground
Personalized Dog Training LLC	One evening in June / July (to be cleared w/school prior to event)			Classrooms, library, & all purpose room

**Roll Call**

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

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

· **THERAPEUTIC LEARNING FOR CHILDREN (*Attachment #3*)**

**Motion to approve by roll call vote the contract between Bass River Township School District and Therapeutic Learning for Children for occupational therapy services for the 2015-2016 school year:**

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

**Roll Call**

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

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

· **PATRICIA LIBRIZZI, BSPT (Attachment #4)**

**Motion to approve by roll call vote the contract between Bass River Township School District and Patricia Librizzi BSPT, for physical therapy services for the 2015-2016 school year:**

**Roll Call**

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

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

· **POLICY (Attachment #)**

Motion to recognize by roll call vote the first reading of the following new policies:

- #1140 Affirmative Action Program
- #1581 Victim of Domestic or Sexual Violence Leave
- #1631 Residency Requirement for Person Holding School District Office, Employment, or Position
- #2363 Pupil Use of Privately-Owned Technology
- #2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- #2468 Independent Educational Evaluations
- #3125.2 Employment of Substitute Teachers

**BASS RIVER TOWNSHIP BOARD OF EDUCATION**  
**REGULAR MEETING AGENDA**  
**June 2, 2015**

- #3144.12 Certification of Tenure Charges - Inefficiency
- #3159 Teaching Staff Member/School District Reporting Responsibilities
- #3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- #3282 Use of Social Networking Sites (Teaching Staff Members)
- #3283 Electronic Communications Between Teaching Staff Members and Students
- #3324 Right of Privacy
- #3351 Healthy Workplace Environment (Teaching Staff Members)
- #3372 Teaching Staff Member Tenure Acquisition
- #3373 Tenure Upon Transfer or Promotion
- #3374 Tenure Upon Transfer to an Underperforming School
- #3431.3 New Jersey's Family Leave Insurance Program
- #4159 Support Staff Member/School District Reporting Responsibilities
- #4282 Use of Social Networking Sites (Support Staff Members)
- #4283 Electronic Communications Between Support Staff Members and Students
- #4351 Healthy Workplace Environment (Support Staff Members)
- #5120 Assignment of Pupils
- #5338 Diabetes Management
- #5339 Screening for Dyslexia
- #5519 Dating Violence at School
- #5561 Use of Physical Restraint
- #5613 Removal of Students for Assaults with Weapons Offenses
- #5756 Transgender Students
- #6112 Reimbursement of Federal and Other Grant Expenditures
- #6113 E-Rate
- #6311 Contracts For Goods or Services Funded By Federal Grants
- #6471 School District Travel
- #6472 Tuition Assistance
- #6511 Direct Deposit
- #6660 Student Activity Fund
- #6740 Reserve Accounts
- #6830 Audit and Comprehensive Annual Financial Report
- #6832 Conditions of Receiving State Aid
- #7522 School District Provided Technology Devices to Staff Members
- #7523 School District Provided Technology Devices to Pupils
- #8507 Breakfast Offer Versus Serve (OVS)



**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

- #8508 Lunch Offer Versus Serve (OVS)
- #8613 Waiver of Pupil Transportation

**Roll Call**

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

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

· **REGULATION (Attachment # )**

Motion to recognize by roll call vote the first reading of the following new regulations:

- R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- R 5300 Automated External Defibrillators (AEDS)
- R 5338 Diabetes Management
- R 5519 Dating Violence at School
- R 5561 Use of Physical Restraint
- R 5612 Assaults on District Board of Education Members or Employees
- R 6471 School District Travel Procedures
- R 6740 Reserve Accounts
- R 8420.1 Fire and Fire Drills

**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  
June 2, 2015**

**7. BOARD OF EDUCATION BUSINESS**

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

**8. FINANCE REPORTS**

- **BUDGET TRANSFERS ([Attachment #6](#))**

Motion to approve by roll call vote the following:  
Pursuant to 18A:22-8.1, The Business Administrator recommends the attached budgetary transfers.

**Roll Call**

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

<b>Mrs. Adams</b>	_____
<b>Mrs. Duym</b>	_____
<b>Ms. Halde</b>	_____
<b>Mrs. Heinrichs</b>	_____
<b>Mrs. Ruffo</b>	_____

- **BILLS LIST ([Attachment #7](#))**

Motion to approve by roll call vote the June 2, 2015 Bills List as attached.

**Roll Call**

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

<b>Mrs. Adams</b>	_____
<b>Mrs. Duym</b>	_____
<b>Ms. Halde</b>	_____
<b>Mrs. Heinrichs</b>	_____
<b>Mrs. Ruffo</b>	_____

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**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

- **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 March 31, 2015, 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 #9](#))**

Motion to approve by roll call vote that the March 31, 2015 Treasurer of School Funds Reports are in agreement with March 31, 2015 Reports of the Board Secretary.

**Roll Call**

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

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

- **TAX PAYMENT SCHEDULE - June 30, 2016**

RESOLVED, by the Bass River Township Board of Education in the County of Burlington to approve the following tax payment schedule for the 2015-2016 School District Budget tax Levy of \$1,427,055.

<b>Due Date</b>	<b>Amount</b>
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**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

JULY 7, 2015	\$ 118,921
AUGUST 4, 2015	\$ 118,921
SEPTEMBER 15, 2015	\$ 118,921
OCTOBER 6, 2015	\$ 118,921
NOVEMBER 3, 2015	\$ 118,921
DECEMBER 8, 2015	\$ 118,921
JANUARY 5, 2016	\$ 118,921
FEBRUARY 2, 2016	\$ 118,921
MARCH 8, 2016	\$ 118,921
APRIL 5, 2016	\$ 118,921
MAY 3, 2016	\$ 118,921
JUNE 7, 2016	\$ 118,921
Total Payment	<b>\$1,427,055</b>

***Roll Call***

***Motion by \_\_\_\_\_ Secoded by \_\_\_\_\_***

**Mrs. Adams** \_\_\_\_\_

**Mrs. Duym** \_\_\_\_\_

**Ms. Halde** \_\_\_\_\_

**Mrs. Heinrichs** \_\_\_\_\_

**Mrs. Ruffo** \_\_\_\_\_

- **LEASE PURCHASE AGREEMENT**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE**

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

**MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION  
(New Jersey State Approved Cooperative Pricing System #65MCESCCPS)**

**“SMALL TICKET LEASE PROGRAM”  
(Middlesex Regional Educational Services Commission Bid No. 13/14-23)**

**Lessee: Bass River Township Board of Education**

Principal Amount Expected To Be Financed: \$80,000

WHEREAS, the Lessee named above (the “Lessee”) is a political subdivision of the State of New Jersey (the “State”) and is duly organized and existing pursuant to the Constitution and laws of the State;

WHEREAS, pursuant to applicable law, the Lessee acting through its governing body (the “Governing Body”) is authorized to acquire and lease personal property necessary to the functions or operations of the Lessee;

WHEREAS, the Governing Body hereby finds and determines the execution of one or more lease-purchase agreements (“Equipment Leases”) in the principal amount not exceeding the amount stated above (the “Principal Amount”) for the purpose of acquiring the Equipment described generally below (the “Equipment”) and to be described more specifically in the Equipment Leases is appropriate and necessary to the functions and operations of the Lessee;

Brief Description of Equipment:

Playground Equipment

Office Furniture

Facility Equipment

Technology Equipment

WHEREAS, **FIRST HOPE BANK, a National Banking Association**, (the “Lessor”) is expected to act as the Lessor under the Equipment Leases;

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Equipment prior to its receipt of proceeds of the Equipment Leases (“Lease Purchase Proceeds”) for such expenditures, and such expenditures are not expected to exceed the Principal Amount; and

**BASS RIVER TOWNSHIP BOARD OF EDUCATION**  
**REGULAR MEETING AGENDA**  
**June 2, 2015**

WHEREAS, the Lessee hereby declares its official intent to be reimbursed for any capital expenditures made for the Equipment after adoption of this resolution but prior to the issuance of the Equipment Leases from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee as follows:

Section 1. The Lessee hereby determines that it has critically evaluated the financing alternatives and that entering into the Equipment Leases and financing the acquisition of the Equipment thereby is in the best interests of the Lessee.

Section 2. The Lessee is hereby authorized to acquire and install the Equipment and is hereby authorized to finance the Equipment by entering into the Equipment Leases. Any action taken by the Lessee in connection therewith is hereby ratified and confirmed.

Section 3. Either one of the Business Administrator or the Superintendent (each an "Authorized Representative") acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other agreement or documents relating to the Equipment Leases (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate.

Section 4. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Equipment Leases on behalf of the Lessee.

Section 5. The aggregate original principal amount of the Equipment Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Equipment Leases and the Equipment Leases shall contain such options to purchase by the Lessee as set forth therein.

Section 6. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Leases, and the Lessee's obligations under the Equipment Leases shall not constitute indebtedness of the Lessee under the laws of the State.

**BASS RIVER TOWNSHIP BOARD OF EDUCATION**  
**REGULAR MEETING AGENDA**  
**June 2, 2015**

Section 7. It is hereby determined that the acquisition of the Equipment is permitted under the laws governing the Lessee and is essential to the efficient operation of the Lessee.

Section 8. The Governing Body of the Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Equipment following adoption of this resolution but prior to the receipt of the Lease Purchase Proceeds for the Equipment. The Governing Body of the Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for such Equipment expenditures. This section of the resolution is adopted by the Governing Body of the Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of this resolution does not bind the Lessee to make any expenditure, incur any obligation, or proceed with the acquisition of the Equipment.

Section 9. The Lessee covenants that it will comply with all requirements of the Internal Revenue Code of 1986, as amended, (the "Code") necessary to ensure that the interest portion of rental payments due under the Equipment Leases will be excluded from gross income under Section 103(a) of the Code. [The Lessee reasonably expects it will not issue more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" that are not "qualified 501(c)(3) bonds") during the calendar year in which each of the Equipment Leases is issued and hereby designates each Equipment Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Code.] The Authorized Representative is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest portion of the rental payments due on the Equipment Leases authorized by this resolution as excludable from gross income for federal income tax purposes pursuant to Section 103(a) of the Code.

Section 10. This resolution shall take effect immediately upon its adoption and approval.

**Roll Call**

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

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

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

**Mrs. Heinrichs** \_\_\_\_\_  
**Mrs. Ruffo** \_\_\_\_\_

● **TRANSFER OF SURPLUS**

Whereas N.J.A.C 23A13.3(b) states A district board of education may transfer surplus or other unbudgeted or underbudgeted revenue between April 1 and June 30 only upon prior approval of the transfer by the Executive County Superintendent

WHEREAS, the needs of a Special Education Student presented itself unforeseen at the time of budget approval.

NOW THEREFORE IT BE RESOLVED THAT: the the Bass River Township Board of Education approves the Business Administrator to submit a request to the Executive County Superintendent for a transfer of Surplus not to exceed \$10,000.

**Roll Call**

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

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

**11. 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:** \_\_\_\_\_



**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 2, 2015**

**12. AUDIENCE PARTICIPATION**

**13. ADJOURNMENT**

It is recommended that the Board of Education adjourn the meeting

**Voice Vote**

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

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

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