

**BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
MAY 5, 2015**

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

The Board President called the meeting to order and read the following statement “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	X		
Mrs. Duym	X		
Ms. Halde			X
Mrs. Heinrichs	X		
Mrs. Ruffo	X		

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.

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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.

No public comment occurred

5. MINUTES

On a motion by Mrs. Duym and seconded by Mrs. Ruffo that the Board approve, by voice vote, the Meeting Minutes of the:

- Regular Meeting – March 17, 2015 ([*Attachment 1*](#))

Voice Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

6. SUPERINTENDENT’S REPORT

- **CORRESPONDENCE**

The Superintendent provided the Board a letter of resignations from a staff member that it will act upon later in the meeting

- **SUBSTITUTE STAFF APPOINTMENTS**

On a Motion by Ms. Russo and seconded by Mrs. Duym that the Board approve by roll call vote the following substitute(s) for the 2014-2015 school year:

Samantha Anderson	
Kirsten Bollinger	
Gianna Russomanno	
Katherine Shaw	Substitute Teacher

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Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

● **TRAVEL/TRAINING**

On a Motion by Mrs. Ruffo and seconded by Mrs. Duym that the Board approve by roll call vote the following seminars/workshops and all associated costs.

Name	Seminar / Workshop	Event Date	Seminar / Workshop Cost	Mileage Cost	Tolls / Meals Cost	Total Cost
Ed Bagnell	Energy Management	5/9/15	\$225	N/A	N/A	\$225
		Totals:	\$225	-0-	-0-	\$225

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

● **FIELD TRIPS**

On a Motion by Mrs. Duym and seconded by Mrs. Ruffo that the Board approve by roll call vote the following field trips as follows:

Grade (s)	Destination	Date	Time
Grade 6	Borgata Resort, Atlantic City, NJ (Civics Lesson / NJ Conference of Governors)	Thursday, April 23, 2015	10:15am-1:15pm
School Wide Trip	Young's Skating Center Mays Landing, NJ	Wednesday, May 13, 2015	10:15am-1:45pm
Safety Patrol	Six Flags Great Adventure Jackson, NJ	Thursday, May 28, 2015 (Rescheduled from 5/20)	9:00am-7:00pm

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Grade 6	Tip Seaman Park Tuckerton, NJ (Annual picnic w/Tuckerton & Eagleswood Elementary Schools)	Monday, June 1, 2015 (Rain date 6/8/15)	9:45am-2:00pm (Bus shared w/Eagleswood)
Grade 2 & Student Council	Franklin Institute Philadelphia, PA	Tuesday, June 2, 2015 (rescheduled from 5/26/15)	8:45- 5:00pm

Roll Call Vote

Ayes: Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: Mrs. Adams

Discussion:

The Superintendent provided the Board a summary of the positive experience encountered during a recent field trip to the Mayor's Conference in Atlantic City

- **FACILITY USE REQUESTS**

On a Motion by Mrs. Duym and seconded by Mrs. Ruffo that the Board approve the following facility use requests.

Organization	Days of Week	Dates	Times	Location
Bass River Township / FEMA	Wednesday	4/15/15	4-8:00pm	All Purpose Room
New Gretna Volunteer Fire Company	Monday	To Be Determined (1 Monday in May)	8-9:30pm	All Purpose Room

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

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Discussion:

The Superintendent provided the Board detail behind the activities the fire company will be conducting during the event scheduled.

- **STAFF RESIGNATION**

On a Motion by Mrs.Ruffo and seconded by Mrs. Duym that the Board approve by roll call vote the resignation of Michelle Camp effective June 30, 2015.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

- **REVISED 2014-2015 SCHOOL CALENDAR ([Attachment #2](#))**

On a Motion by Mrs.Duym and seconded by Mrs. Ruffo that the Board approve by roll call vote the revised 2014-2015 school calendar.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

- **2015-2016 SCHOOL CALENDAR ([Attachment #3](#))**

On a Motion by Mrs. Ruffo and seconded by Mrs. Duym that the Board approve by roll call vote the 2015-2016 school calendar.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

Discussion:

The Superintendent explained the details of the 2015-2016 School Calendar.

- **VIKING YACHT COMPANY DONATION ([Attachment #4](#))**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote the security vestibule construction donation from the Viking Yacht Company of \$100,000.00 payable at \$20,000.00 per year, each August, beginning in 2015 and lasting for five (5) years.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0

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Abstain: 0

Discussion:

The Superintendent explained the financing arrangement associated with the donation will fund the security vestibule project to be approved under the Business Administration section of the agenda .

- **CERTIFICATED STAFF - TENURE CONTRACTS ([Attachment #5](#))**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote the 2015-2016 school year contracts for certificated tenured staff, pending contract ratification.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: 0

Abstain: 0

Discussion:

The Superintendent explained the appointments related to certificated staff, and the salaries listed are pending contract ratification.

- **CERTIFICATED STAFF - NON-TENURE CONTRACTS ([Attachment #5](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym to approve by roll call vote the 2015-2016 school year contracts for certificated non-tenure staff, pending contract ratification.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: 0

Abstain: 0

- **NON-CERTIFICATED STAFF CONTRACTS ([Attachment #5](#))**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote the 2015-2016 school year contracts for non-certificated staff, pending contract ratification.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: 0

Abstain: 0

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● **SUPERINTENDENT CONTRACT**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote the 2015-2016 school year salary of \$115,672.00 for Lawrence Mathis pursuant to the agreement approved on August 21, 2012.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

● **CONFIDENTIAL SECRETARY ([Attachment #11](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym to approve by roll call vote the 2015-2016 school year contract for Christine Somers, Confidential Secretary, at a salary of \$28,229.18, pending contract ratification.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

Discussion:

The Superintendent explained that the Confidential Secretaries represent non affiliated employees with annual contracts.

● **CONFIDENTIAL SECRETARY ([Attachment #12](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym to approve by roll call vote the 2015-2016 school year contract for JoAnn Stewart, Confidential Secretary, at a salary of \$35,547.21, pending contract ratification.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

● **APPOINTMENT**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote the following appointment for the 2015-2016 school year:

Joseph Bonanata	Substitute Custodian - Part Time (pm)
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Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

● **FACILITIES MANAGER CONTRACT ([Attachment #13](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym to approve by roll call vote the 2015-2016 school year contract for Edward Bagnell, Facilities Manager, at a salary of \$ 41,000, pending contract ratification.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

7. BOARD OF EDUCATION BUSINESS

● **[2015-16 Budget Hearing](#)**

The Business Administrator provided the Board and public a presentation on the 2015-16 Budget. The Board president opened the floor to public comment. Hearing none she closed the floor.

● **Old Business**

- **Negotiations:** The Board will discuss progress of negotiations during the executive session.

● **New Business**

- **2015-2016 Lease Purchase:** The Superintendent provided the Board additional details on the proposed uses of the annual equipment lease purchase.

● **Report on Opening of Bids**

Board Secretary to report on the following:

Security Vestibule Renovations at the Bass River Elementary School.

Bidder	Location	Bid Amount
R. Maxwell Const.	Pleasantville, NJ	\$89,499
DDL Enterprises	Tuckerton, NJ	\$91,300
Strage Brother, Inc.	Glassboro, NJ	\$93,500

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Levy Construction	Audubon, NJ	\$93,600
Joseph Poretta Builders, Inc	Hammonton, NJ	\$96,500
J.H. Williams Enterprises	Moorestown, NJ	\$104,000
MJJ Construction	Atco, NJ	\$120,000

8. FINANCE REPORTS

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

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. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: 0

Abstain: 0

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

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote the May 5, 2015 Bills List as attached.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: 0

Abstain: 0

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

Motion by Mrs. Duym, seconded by Mrs. Ruffo 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 January 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 Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: 0

Abstain: 0

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TREASURER OF SCHOOL FUNDS REPORT ([Attachment #9](#))

Motion by Mrs. Ruffo, seconded by Mrs. Duym to approve by roll call vote that the February 28, 2015 Treasurer of School Funds Reports are in agreement with February 28, 2015 Reports of the Board Secretary.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

● **FINAL BUDGET - June 30, 2016 ([Exhibit 10](#))**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote THAT:

RESOLVED, by the Bass River Township Board of Education in the County of Burlington to approve the Final 2015-16 School District Budget in the amount of \$2,450,553.

General Fund:	\$2,370,279	Tax Levy:	\$1,427,055
Special Revenue Fund:	\$80,275		

BE IT FURTHER RESOLVED, that the Bass River Board of Education includes in the final budget the use of \$24,692 in Banked Cap and adjustment of \$28,867 for the use health care costs in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

● **SECURITY VESTIBULE RENOVATION CONTRACT.**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote THAT: WHEREAS, the Bass River Board of Education (Board) solicited and received bid proposals on March 31, 2015 for the Security Vestibule Renovation Project at the Bass river Elementary School; and,

WHEREAS, the Board received the following bid proposals:

Bidder	Location	Bid Amount
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R. Maxwell Const.	Pleasantville,NJ	\$89,499
DDL Enterprises	Tuckerton, NJ	\$91,300
Strage Brother, Inc.	Glassboro, NJ	\$93,500
Levy Construction	Audubon, NJ	\$93,600
Joseph Poretta Builders, Inc	Hammonton, NJ	\$96,500
J.H. Williams Enterprises	Moorestown, NJ	\$104,000
MJJ Construction	Atco, NJ	\$120,000

WHEREAS, the Board finds and declares that the lowest base bid proposal from R. Maxwell Construction for \$89,499 compliant with the bid specifications in all relevant respects pursuant to a technical review by the architect of record; and WHEREAS, the Bass River Board of Education determines that an award of the contract to the lowest responsible bidder is in the best interests of the School District; and

WHEREAS, the Business Administrator has certified that sufficient funds are available for this purpose.

NOW THEREFORE, BE IT RESOLVED by the Bass River Board of Education, in the County of Burlington and State of New Jersey, awards R. MAXwell the contract for the Security Vestibule Renovation project \$89,499.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: 0

Abstain: 0

● **GOVERNMENT ENERGY AUDIT RESOLUTION**

Motion by Mrs. Ruffo, seconded by Mrs. Duym to approve by roll call vote THAT:

WHEREAS, the New Jersey Board of Public Utilities, Office of Clean Energy administers the Local Government Energy Audit Program (Program), an incentive program to assist local government agencies to conduct energy audits and to encourage implementation of energy conservation measures; and,

WHEREAS, the Governing Body of Bass River Township Board of Education has decided to apply to participate in the Local Government Energy Audit Program; and,

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WHEREAS, the facilities to be audited are in New Jersey, are owned by the of Bass River Township Board of Education, are served by a New Jersey regulated public utility, and that the of Bass River Township Board of Education has not already reserved \$100,000 in the Program this year as of this application; and,

WHEREAS, it is acknowledged that acceptance into the Program is dependent on the Scope of Work and cost proposal, and that Program rules will have to be met in order to receive incentive funds; and,

WHEREAS, upon acceptance into the Program, the of Bass River Township Board of Education will prepare Facility Data Forms and Scopes of Work for each facility to be audited, solicit quotations from the authorized contractors, and submit the Firm Selection Form; and,

WHEREAS, the of Bass River Township Board of Education understands that energy audit work cannot proceed until a Application Approval Notice is received from the Program; and,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the of Bass River Township Board of Education, approves the submission of an Application for participation in the Local Government Energy Audit Program of the New Jersey Board of Public Utilities; and,

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

Discussion:

The Business Administrator explained the details behind the Energy Audit Program.

● **SAFETY GRANT**

Motion by Mrs. Duym, seconded by Mrs. Ruffo to approve by roll call vote THAT: The BASS RIVER TOWNSHIP BOARD OF EDUCATION hereby approves the submission of grant application for the 2015 Safety Grant Program through the New Jersey Schools Insurance Group's BACCCEIC Sub fund for the purposes

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described in the application, in the amount of \$2,230.00 for the period July 1, 2015 through June 30, 2016.

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: 0

Abstain: 0

● **LEASE PURCHASE AGREEMENT**

Motion by Mrs. Ruffo, seconded by Mrs. Duym to approve by roll call vote
THAT:

**RESOLUTION AUTHORIZING PARTICIPATION IN THE
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: \$100,000

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:

SECURITY MODULE

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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

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.

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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.

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 Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

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10. APPOINTMENTS

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

- **BASS RIVER TOWNSHIP BOARD OF EDUCATION – COMMITTEES**

Be It Resolved that the Bass River Township Board of Education acts as a committee of the whole for the fiscal year 2015-2016.

- **ADOPTION OF SCHOOL DISTRICT ADDRESS**

Be It Resolved to approve official addresses as follows:

District: 11 North Maple Avenue, New Gretna, NJ 08224

- **ACCOUNT TRANSFERS**

Be It Resolved that the Business Administrator be authorized to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular meeting.

- **ADOPTION OF EXISTING POLICIES**

Be It Resolved to adopt existing policies, and in the event any policy or part of a policy is judged to be inconsistent with the law, inoperative by a court of competent jurisdiction, or is invalidated by a policy duly adopted by this Board, the remaining policies and parts of policies shall remain in effect.

- **ADOPTION OF EXISTING TEXTBOOKS**

Be It Resolved to adopt existing textbooks, and in the event any textbook or part of a textbook is judged to be inconsistent with the law, inoperative by a court of competent jurisdiction, or is invalidated by a policy duly adopted by this Board, the remaining textbooks and parts of textbooks shall remain in effect.

- **ADOPTION OF EXISTING CURRICULUM**

Be It Resolved to adopt existing curriculum, and in the event any curriculum or part of a curriculum is judged to be inconsistent with the law, inoperative by a court of competent jurisdiction, or is invalidated by a policy duly adopted by this Board, the remaining curriculum and parts of curriculum shall remain in effect.

- **ADOPTION OF OFFICIAL SEAL**

Be It Resolved to adopt official seal of the District which is in the possession of the Business Administrator/Board Secretary.

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- **DESIGNATION OF OFFICIAL NEWSPAPER**

Be It Resolved to designate The Beacon as the official newspaper of the District with the Atlantic City Press or Asbury Park Press as the alternate choice when a weekly publication will not suffice throughout the 2015-2016 fiscal year.

- **SCHOOL FUNDS INVESTOR**

Be It Resolved to designate Stephen J. Brennan as School Funds investor, pursuant to N.J.S.A. 17:12B-0241.

- **PURCHASING AGENT**

Be It Resolved, that the Bass River Township Board of Education appoint Stephen J. Brennan as the Qualified Purchasing Agent subject to bid thresholds permitted by law under N.J.S.A. 18A:2-B.

- **FEDERAL PROGRAMS**

Be It Resolved, that the Bass River Township Board of Education appoints Stephen J. Brennan as the Authorized Representative for all Federal programs including: E-Rate, Child Nutrition, designated custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2015-2016 school year.

- **TRANSPORTATION BID SPECIFICATIONS**

Be It Resolved, that in accordance with N.J.A.C. 6A:27-9.2(c), the Bass River Township Board of Education authorizes Stephen J. Brennan to prepare, advertise, and submit to the Executive County Superintendent for approval the necessary bid specifications to meet student transportation needs, throughout the 2015-2016 fiscal year.

- **FEES FOR COPIES OF PUBLIC DOCUMENTS**

Be It Resolved that the Bass River Township Board of Education hereby establishes a photocopy fee of five cents (\$.05) per letter size page and seven cents (\$.07) per legal size of official board minutes and other public documents; and,

Be It Further Resolved that all requests for public information where actual costs exceed the above mentioned amounts shall be charged actual costs in accordance with N.J.S.A. 47:1A-5.b

- **PROCUREMENT OF GOODS AND SERVICES THROUGH STATE CONTRACT**

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WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, Bass River Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Bass River Township Board of Education desires to authorize its purchasing agent for the 2015-2016 fiscal year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE, BE IT RESOLVED, that the Bass River Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

- **TRAVEL EXPENDITURE**

Be It Resolved to approve annual travel expenditure for the 2015-2016 fiscal year not to exceed \$20,000 district-wide.

- **CHART OF ACCOUNTS**

Be It Resolved, that the Bass River Township Board of Education will follow accounting policies and procedures that comply with Generally Accepted Accounting Principles (GAAP), which includes using an accounting system that provides for the proper recording and reporting of financial data in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools as issued, July 1, 2009.

- **BOARD ATTORNEY**

Be It Resolved, that Paul C. Kalac, Esq. of Schwartz, Simon, Edelstein & Celso, LLC be appointed as Board Attorney for the Bass River Township Board of Education, at the hourly rate of \$160 effective July 1, 2015 through June 30, 2016.

- **BOARD AUDITOR**

Be It Resolved, that Holman, Frenia, Allison P.C. be appointed as Board Auditor for the Bass River Township Board of Education, effective July 1, 2015 through June 30, 2016 at an annual cost of \$11,800.

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- **SCHOOL PHYSICIAN**

Be It Resolved, that Dr. Joyce Leonetti, D.O., M.P.H. be reappointed as School Physician effective July 1, 2015 through June 30, 2016 at an annual salary of \$4,000.

- **TREASURER OF SCHOOL MONIES**

Be It Resolved, that Mrs. Kim Sprague be reappointed Treasurer of School Monies effective July 1, 2015 through June 30, 2016 at an annual salary of \$3,000.

- **AUTHORIZED SIGNATORIES**

Be It Resolved to authorize the signing of checks for the 2015-2016 Fiscal year as follows:

Account	# Required Signatures	Required Signatures
Warrant #18006001787	3	President or Vice President Business Administrator Treasurer of School Monies
Payroll #18006001795	1	President or Vice President or Business Administrator or Treasurer of School Monies
Agency #18006001803	1	President or Business Administrator or Treasurer of School Monies
Unemployment #18006001811	1	President or Vice President or Business Administrator
Student Activities #18006001829	2	Superintendent or Business Administrator or Administrative Assistant

- **APPOINTMENT OF INSURANCE AGENTS**

Be It Resolved to appoint insurance agents for the 2014-2015 fiscal year as follows:

<u>Type</u>	<u>Agent</u>
Property/Casualty	T.C. Irons/Haines & Haines
Medical/Dental/Vision	LDP Consulting Group, Inc.
Student Accident	T.C. Irons/Haines & Haines
Workers Compensation	T.C. Irons/Haines & Haines

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- **TAX SHELTER ANNUITY COMPANIES**

Be It Resolved to approve the following tax shelter annuity brokers:

AXA/Equitable

Valic

Northwestern Mutual

Wachovia

NEW JERSEY SCHOOLS INSURANCE GROUP JOINT INSURANCE FUND

WHEREAS, the NJSIG seeks to provide its members with protection, services and savings relating to insurance and self-insurance;

WHEREAS, two or more educational institutions have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 et. seq. and the regulations promulgated pursuant thereto;

WHEREAS, the Bass River Township Board of Education has resolved to apply for and/or renew its membership with NJSIG; and

WHEREAS, the Bass River Township Board of Education certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG.

NOW, THEREFORE, it is agreed as follows:

1. The Bass River Township Board of Education hereby establishes/renews its membership with NJSIG for a three (3) year period, beginning July 1, 2015, and ending July 1, 2018 at 12:01 a.m. eastern standard time.
2. The Bass River Township Board of Education agrees to participate in NJSIG with respect to the types of coverage stated in the Renewal of Membership Resolution, attached hereto as Exhibit "A".
3. The Bass River Township Board of Education hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG and as from time to time amended by NJSIG and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.

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4. The Bass River Township Board of Education agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG Plan of Risk Management.
5. In consideration of membership in NJSIG, the Bass River Township Board of Education agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liability of each and every member of NJSIG all of whom, as a condition of membership in NJSIG, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the Bass River Township Board of Education is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
6. If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand.
7. The Bass River Township Board of Education and NJSIG agree that NJSIG shall hold all monies paid by the Bass River Township Board of Education to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations.
8. NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A: 18B-1 et. seq. and such other statutes and regulations as may be applicable.
9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute this Agreement to renew membership.

- **REGULAR MEETING DATES FOR 2015-2016**

Be It Resolved to approve the Board of Education meeting schedule as follows:

Location: Bass River Elementary School Library,
11 North Maple Avenue, New Gretna, NJ
Time: Regular Session-7:00 PM

July 28, 2015	February 2, 2016
September 8, 2015	March 1, 2016
October 6, 2015	April 5, 2016
November 10, 2015	May 3, 2016 BUDGET HEARING
December 1, 2015	June 7, 2016

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January 5, 2016 ORGANIZATION MEETING	
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- **PUPIL RECORDS**

Be It Resolved, that the Bass River Township Board of Education authorizes the following pupil records to be collected and maintained by authorized certified school personnel in accordance with the Law:

- Record of Daily Attendance
- Descriptions of Pupil Progress
- Test Results
- Health Records

The Bass River Township Elementary School is prohibited from recording the religious or political affiliation of the pupil and/or parents unless requested to do so in writing by the parent.

- **DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER (PACO) AND CUSTODIAN OF SCHOOL FUNDS**

Be It Resolved, that the Bass River Township Board of Education appoint Stephen J. Brennan as its Public Agency Compliance Officer and Custodian of School Funds.

- **AHERA COORDINATOR**

Be It Resolved to approve Edward Bagnell as the District AHERA Coordinator for the fiscal year 2015-2016.

- **RIGHT TO KNOW OFFICER**

Be It Resolved to approve Stephen J. Brennan as the District Right to Know Officer for the fiscal year 2015-2016.

- **INTEGRATED PEST MANAGEMENT COORDINATOR**

Be It Resolved to appoint Edward Bagnell as the District Integrated Pest Management Coordinator for the fiscal year 2015-2016.

- **AFFIRMATIVE ACTION OFFICER**

Be It Resolved, that the Bass River Township Board of Education appoints Lawrence Mathis as its Affirmative Action Officer for the fiscal year 2015-2016.

**BASS RIVER TOWNSHIP BOARD OF EDUCATION
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- **504 OFFICER**

Be It Resolved, that the Bass River Board of Education appoints Lawrence Mathis as its 504 Officer for the fiscal year 2015-2016.

- **ANTI BULLYING COORDINATOR**

Be It Resolved, that the Bass River Township Board of Education appoints Lawrence Mathis as its Anti Bullying Coordinator for the fiscal year 2015-2016.

- **SUBSTANCE AWARENESS COORDINATOR**

Be It Resolved, that the Bass River Township Board of Education appoints Lawrence Mathis as its Substance Awareness Coordinator for the fiscal year 2015-2016.

- **ANTI BULLYING SPECIALIST**

Be It Resolved, that the Bass River Township Board of Education appoints Joni Burns as its Anti Bullying Specialist for the fiscal year 2015-2016.

- **SECURITY PLAN *(to be provided at Board meeting)***

It is recommended by the Superintendent that the Board of Education adopt the current Security Plan for the fiscal year 2015-2016.

- **MONTHLY EXPENSES**

It is recommended by the Superintendent that the Board of Education to approve Stephen J. Brennan to be granted the ability to pay any outstanding recurring expenses on months that Board Meetings are not held. (The bill list will be approved at the following Board meeting.)

It is further recommended by the Superintendent that the Board allow Stephen J. Brennan to make individual purchases of up to \$1,000 of goods and services that are unbudgeted for in the fiscal year 2015-2016.

- **INTERLOCAL AGREEMENT – BUSINESS SERVICES *(Attachment #11)***

Be It Resolved to approve the Shared Services Agreement between Pinelands Regional Board of Education and Bass River Township Board of Education to provide business office administration as per attached document.

- **INTERLOCAL AGREEMENT – CHILD STUDY TEAM *(Attachment #12)***

**BASS RIVER TOWNSHIP BOARD OF EDUCATION
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Be It Resolved, to approve the Shared Services Agreement between Pinelands Regional Board of Education and Bass River Township Board of Education to provide Child Study Team services as per attached document.

● **SUBSTITUTE PAY RATES**

Be It Resolved, that the Bass River Board of Education approve the following substitute pay rates:

Teachers	\$ 73.00/day
Aides	\$ 9.00/hour
Custodians	\$ 10.00/hour
Secretaries	\$ 9.00/hour
Nurses	\$100.00/day

Roll Call Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

11. EXECUTIVE SESSION

Motion by Mrs. Duym seconded by Mrs. Ruffo THAT:

RESOLVED, that the Board of Education meet in closed session to discuss negotiations. 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

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

Time in: 8:24 PM **Time out:** 8:35 PM

12. AUDIENCE PARTICIPATION

13. ADJOURNMENT

On Motion by Mrs. Duym, seconded by Mrs. Adams that the Board adjourn the meeting at 8:36 PM.

Voice Vote

Ayes: Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

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Nays: 0
Abstain: 0

Respectfully Submitted,

A handwritten signature in blue ink that reads "Stephen J. Brennan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Stephen J. Brennan, M.B.A., C.P.A.
School Business Administrator/School Board Secretary