

**BASS RIVER TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
June 7, 2016**

**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			
Mrs. Heinrichs			
Ms. McGeoch			
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.

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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.

**5. MINUTES**

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

- Regular Meeting – May 3, 2016 ([\*Attachment 1\*](#))
- Executive Session – May 3, 2016 ([\*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 5, 2016 - July 28, 2016 at the specified rate for 2.5 hours per day, four days per week.

Regina Schneider, Jamie Bernaldo, Allison Russomanno (Teacher) \$39.26

Terri Evans (Nurse) \$39.26

Karissa Reinhold (Instructional Aide) \$13.94

**Roll Call**

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

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

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

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

**Ms. McGeoch** \_\_\_\_\_

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

- **Extra Curricular Stipends**

Motion to approve by roll call vote the 2016-2017 Extra Curricular stipends as listed.

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Lori Capaccio (Teacher in Charge) \$947  
Lori Capaccio (Test Coordinator) \$2,327  
Angela Randall (Newspaper) \$220/issue  
Angela Randall (Webmaster) \$947  
Ann Pomponio (Yearbook) \$947  
Chris Manzer (Homework Club) \$39.26/hour  
Allison Russomanno (Homework Club) \$39.26/hour  
Lisa Nino (Student Council) \$790.25  
Ann Pomponio (Student Council) \$790.25  
Jen Bevan (Student Council) \$790.25  
JoAnn Stewart (Student Council) \$790.25

**Roll Call**

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

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

● **After School Club Stipends**

Motion to approve by roll call vote the 2016-2017 After School Club stipends as listed at a rate of \$947 for the school year.

Deb Callan  
Jamie Bernaldo  
Angela Randall  
Lisa Nino  
Jen Gouveia  
Allison Russomanno

**Roll Call**

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

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

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**Mrs. Duym** \_\_\_\_\_  
**Mrs. Heinrichs** \_\_\_\_\_  
**Ms. McGeoch** \_\_\_\_\_  
**Mrs. Ruffo** \_\_\_\_\_

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

Motion to approve by roll call vote the attached substitute(s) for the 2016-2017

See	Attached

**Roll Call**

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

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

- **TRAVEL/TRAINING**

Motion to 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
N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Roll Call**

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

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

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**Mrs. Duym** \_\_\_\_\_  
**Mrs. Heinrichs** \_\_\_\_\_  
**Ms. McGeoch** \_\_\_\_\_  
**Mrs. Ruffo** \_\_\_\_\_

- **FIELD TRIPS**

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

Grade (s)	Destination	Date	Time
N/A	N/A	N/A	N/A

**Roll Call**

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

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

- **EV SZCZOTKA SPEECH LANGUAGE THERAPIST ([Attachment #3](#))**

Motion to approve by roll call vote the contract between Bass River Township School District and Ev Szczotka Speech Language Therapist for speech language therapy services for the 2016-2017 school year:

**Roll Call**

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

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

- **THERAPEUTIC LEARNING FOR CHILDREN ([Attachment #4](#))**

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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 2016-2017 school year:

**Roll Call**

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

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

**7. BOARD OF EDUCATION BUSINESS**

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

**8. FINANCE REPORTS**

- **BILLS LIST ([Attachment 5](#))**

Motion to approve by roll call vote the June 7, 2016 Bills List as attached.

**Roll Call**

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

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

- **FINANCIAL REPORTS**

Motion to accept the following financial reports:

- a. Report of the Secretary dated March 31, 2016 ([Attachment 6a](#))
- b. Report of the Treasurer dated March 31, 2016 ([Attachment 6b](#))

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**Roll Call**

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

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

● **BOARD CERTIFICATION**

Pursuant to N.J.A.C. 6A:23A-16.10 (c) the Board certifies that after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials that to the best of its knowledge no major account or fund has been over-expended and that sufficient funds are available to meeting the district's financial obligations for the remainder of the year.

**Roll Call**

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

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

● **TAX PAYMENT SCHEDULE - June 30, 2017**

RESOLVED, by the Bass River Township Board of Education in the County of Burlington to approve the following tax payment schedule for the 2016-2017 School District Budget tax Levy of \$1,478,596.

<b>Due Date</b>	<b>Amount</b>
JULY 7, 2016	\$ 123,217
AUGUST 4, 2016	\$ 123,217
SEPTEMBER 13, 2016	\$ 123,217

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OCTOBER 6, 2016	\$ 123,217
NOVEMBER 3, 2016	\$ 123,217
DECEMBER 8, 2016	\$ 123,217
JANUARY 5, 2017	\$ 123,217
FEBRUARY 7, 2017	\$ 123,217
MARCH 8, 2017	\$ 123,217
APRIL 5, 2017	\$ 123,217
MAY 3, 2017	\$ 123,217
JUNE 7, 2017	\$ 123,217
Total Payments	<b>\$1,478,596</b>

**Roll Call**

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

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

● **LEASE PURCHASE AGREEMENT**

**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: \$80,000



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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:

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

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.

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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.

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.

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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**                    \_\_\_\_\_  
**Mrs. Heinrichs**                \_\_\_\_\_  
**Ms. McGeoch**                \_\_\_\_\_  
**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 the district presented an 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 \$100,000.

**Roll Call**

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

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

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

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

**Ms. McGeoch** \_\_\_\_\_

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

● **SAFETY GRANT**

The Bass River Township Board of Education hereby approves the submission of grant application for the 2017 Safety Grant Program through the New Jersey Schools Insurance Group's BACCCEIC Sub fund for the purposes described in the application, in the amount of \$2,350.59 for the period July 1, 2016 through June 30, 2017.

**Roll Call**

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

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

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

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

**Ms. McGeoch** \_\_\_\_\_

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

● **ENERGY SAVINGS COMPANY**

WHEREAS, The Bass River Township Board of Education ("The Board") solicited proposals for Energy Service Companies ("ESCO") on May 18, 2016; and,

WHEREAS, there is a need for the Board to retain an Energy Services Company to implement energy savings procedures afforded to it under the Energy Savings Improvement Program (ESIP) governed by the Board of Public Utilities; and,

WHEREAS, the Board received the proposals from the following companies:

DCO

WHEREAS, the Public Schools Contracts Law authorizes the awarding of a Contract for ESCOs through the competitive contracting provision; and,

WHEREAS, the District having considered the matter and conducted interviews of the above listed companies on June 6, 2016, now wishes to authorize the awarding of and Energy Savings Contract to DCO.

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NOW, THEREFORE, BE IT RESOLVED that the Bass River Township Board of Education, hereby authorizes the Business Administrator to execute the necessary contract documents for the Bass River Township School District to DCO in accordance with its proposal submitted on May 18, 2016.

**Roll Call**

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

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

**9 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:**

**10. AUDIENCE PARTICIPATION**

**11. ADJOURNMENT**

It is recommended that the Board of Education adjourn the meeting

**Voice Vote**

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

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

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