

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 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	X		
Mrs. Duym	X		
Mrs. Heinrichs	X		
Ms. McGeoch			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.
2. State your full name and address before commenting.
3. Identify the agenda item on which you will be commenting.

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

4. Wait to be recognized before making your comment(s).
5. Limit your comment(s) to the specific agenda items.

5. MINUTES

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by voice vote to approve the Meeting Minutes of the:

- Regular Meeting – March 15, 2016 ([Attachment 1](#))

Voice Vote

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

Nays: 0

Abstain: 0

6. SUPERINTENDENT’S REPORT

Reporting of QSAC review results

Personnel 100%

Operations 100%

Governance 98%

Fiscal Management 90%

Instruction and Program 77%

Discussion

- The Superintendent reported to the Board the results of a recent NJDOE QSAC Review. He explained historical results and his corrective action to address the instruction and program concerns. He fielded several clarifying questions.
- **Revised 2015-2016 School Calendar ([Attachment 2](#))**
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the revised 2015-2016 school year calendar.

Roll Call Vote

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

Nays: 0

Abstain: 0

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

Discussion

- The Superintendent explained that the school year has been extended one day due to winter weather. Graduation will take place on June 17, 2016.
- **2016-2017 School Calendar ([Attachment 3](#))**
Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2016-2017 school year calendar.

Roll Call Vote

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

Nays: 0

Abstain: 0

Discussion

- The Superintendent explained the calendar accommodates a joint professional development with neighboring districts.
- **Certificated Staff - Tenure Contracts ([Attachment 4](#))**
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2016-2017 school year contracts for certificated tenured staff.

Roll Call Vote

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

Nays: 0

Abstain: 0

Discussion

- The Superintendent provided the Board an explanation that all current staffers are being reappointed at contract rating.
- **Certificated Staff - Non-Tenure Contracts ([Attachment 4](#))**
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2016-2017 school year contracts for certificated non-tenure staff.

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

Roll Call Vote

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

Nays: 0

Abstain: 0

● **Non-Certificated Staff Contracts ([Attachment 4](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2016-2017 school year contracts for non-certificated staff.

Roll Call Vote

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

Nays: 0

Abstain: 0

Discussion

- The Superintendent explained that one Instructional Aide will not be rehired due to enrollment.

● **Superintendent Contract**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2016-2017 school year salary of \$117,986 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 Contract ([Attachment #5](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2016-2017 school year contract of Christine Somers, Confidential Secretary, at a salary of \$29,948.34.

Roll Call Vote

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

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

Discussion

- The Superintendent explained the contract represents increase reflective of the bargaining union increases. He fielded several clarifying questions regarding the duties of each position.
- **Confidential Secretary Contract ([Attachment #6](#))**
Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2016-2017 school year contract of JoAnn Stewart, Confidential Secretary, at a salary of \$37,712.04.

Roll Call Vote

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

Discussion

- The Superintendent explained the contract represents increase reflective of the bargaining union increases.. He fielded several clarifying questions regarding the duties of each position.
- **Facilities Manager Contract ([Attachment #7](#))**
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2016-2017 school year contract of Edward Bagnell, Facilities Manager, at a salary of \$43,496.90.

Roll Call Vote

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

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

Discussion

- The Superintendent explained the contract represents increase reflective of the bargaining union increases.. He fielded several clarifying questions regarding the duties of the position.

- **QSAC District Improvement Plan**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote the submission of the QSAC District Improvement Plan.

Roll Call Vote

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

Nays: 0

Abstain: 0

Discussion

- The Superintendent discussed the details involved with the QSAC District Improvement Plan. He fielded several clarifying questions to address the strategies used to increase performance.

- **SUBSTITUTE STAFF APPOINTMENTS**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the following substitute(s) for the 2015-2016 school year:

Thomas Lawless	Substitute Teacher
Kathleen Barr	Substitute Teacher
Gabrielle Coco	Substitute Teacher

Roll Call Vote

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

Nays: 0

Abstain: 0

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

● **TRAVEL/TRAINING**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the following seminars/workshops and all associated costs:

Name	Seminar / Workshop	Event Date	Seminar / Workshop Cost	Mileage Cost	Tolls / Meals Cost	Total Cost
Bonnie Adams	Anti-Bullying Conference 2016 (through SRI/ETTC)	5/25 & 5/26/16	-0- (Using ETTC hours)	-0-	-0-	-0-

Roll Call Vote

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

Nays: 0

Abstain: Mrs. Adams

● **FIELD TRIPS**

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

Grade (s)	Destination	Date	Time
5th	FAA Tech Center Pomona, NJ	Thursday, April 28th, 2016	8:10-1:45
6th	Borgata Casino Atlantic City, NJ (NJ Conference of Mayors)	Thursday, April 28th, 2016	10:15-1:00
6th	Tip Seaman Park Tuckerton, NJ (joint w/Eagleswood & Tuckerton Schools)	Tuesday, May 31st, 2016 (Rain date June 6th)	9:45-2:30
2nd & Student Council Members	Franklin Institute (PTO paying for 2nd grade)	Monday, June 6th, 2016	9:00-5:00

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

3rd & 4th	Blue Claws Stadium Lakewood, NJ (trip paid by PTO)	Wednesday, June 8th, 2016	9:30-2:45
6th	GJM School Little Egg Harbor, NJ (joint field day w/Eagleswood & Tuckerton Schools)	Friday, June 10th, 2016	9:30-1:30

Roll Call Vote

Ayes: Mrs. Adams (except Borgata Casino Trip), Mrs. Duym, Mrs. Heinrichs, Mrs. Ruffo

Nays: Mrs. Adams (Borgata Casino Trip)

Abstain: 0

Discussion

- The Superintendent provided an explanation of the events surrounding several field trips.

7. BOARD OF EDUCATION BUSINESS

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

8. FINANCE REPORTS

- **BILLS LIST ([Attachment 8](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote the approve the May 3, 2016 Bills List as attached.

Roll Call Vote

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

Nays: 0

Abstain: 0

- **BUDGET TRANSFERS ([Attachment 9](#))**

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve 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

● **FINANCIAL REPORTS**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to accept the following financial reports:

a. Report of the Secretary dated March 3, 2016 ([Attachment 10a](#))

b. Report of the Treasurer dated March 3, 2016 ([Attachment 10b](#))

Roll Call Vote

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

Nays: 0

Abstain: 0

● **BOARD CERTIFICATION**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote THAT: 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 Vote

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

Nays: 0

Abstain: 0

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

- **JUNE 30, 2017 FINAL BUDGET (Attachment 11)**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote THAT:
RESOLVED, by the Bass River Township Board of Education in the County of Burlington to approve and authorize the Business Administrator to submit the Final June 30, 2017 budget in the amount of \$2,470,348

General Fund:	\$ 2,389,849	Tax Levy:	\$1,455,596
Special Revenue Fund:	\$ 80,499		

Roll Call Vote

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

Nays: 0

Abstain: 0

Discussion

- The Business Administrator conducted a budget hearing through a presentation on the 2016-2017 budget. He opened the floor for comments on the 2016-2017 budget.
- The Business Administrator and Superintendent fielded several questions after the comments subsided. The Business Administrator closed the hearing.

9. APPOINTMENTS

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried 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 2016-2017.

- **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.

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

- **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.

- **DESIGNATION OF OFFICIAL NEWSPAPER**

Be It Resolved to designate The Atlantic City Press as the official newspaper of the District with the Beacon or Asbury Park Press as the alternate choice when a weekly publication will not suffice throughout the 2016-2017 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**

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

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 2016-2017 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 2016-2017 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**

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 2016-2017 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.

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

● **TRAVEL EXPENDITURE**

Be It Resolved to approve annual travel expenditure for the 2016-2017 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, September 25, 2015.

● **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, 2016 through June 30, 2017.

● **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, 2016 through June 30, 2017 at an annual cost of \$14,000.

● **SCHOOL PHYSICIAN**

Be It Resolved, that Dr. Joyce Leonetti, D.O., M.P.H. be reappointed as School Physician effective July 1, 2016 through June 30, 2017 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, 2016 through June 30, 2017 at an annual salary of \$3,000.

● **AUTHORIZED SIGNATORIES**

Be It Resolved to authorize the signing of checks for the 2016-2017 Fiscal year as follows:

Account	# Required Signatures	Required Signatures
Warrant #18006001787	3	President or Vice President Business Administrator Treasurer of School Monies

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

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 2016-2017 fiscal year as follows:

<u>Type</u>	<u>Agent</u>
Property/Casualty	T.C. Irons/Haines & Haines
Medical/Dental/Vision	Brown and Brown.
Student Accident	T.C. Irons/Haines & Haines
Workers Compensation	T.C. Irons/Haines & Haines

● **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;

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

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, 2016, and ending July 1, 2019 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.
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 2016-2017**

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

**BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
May 3, 2016**

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

July 26, 2016	February 7, 2017
September 6, 2016	March 14, 2017
October 4, 2016	May 2, 2017 BUDGET HEARING
November 1, 2016	June 6, 2017
December 6, 2016	
January 3, 2017 ORGANIZATION MEETING	

- **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**

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

Be It Resolved to approve Edward Bagnell as the District AHERA Coordinator for the fiscal year 2016-2017.

- **RIGHT TO KNOW OFFICER**

Be It Resolved to approve Stephen J. Brennan as the District Right to Know Officer for the fiscal year 2016-2017.

- **INTEGRATED PEST MANAGEMENT COORDINATOR**

Be It Resolved to appoint Edward Bagnell as the District Integrated Pest Management Coordinator for the fiscal year 2016-2017.

- **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 2016-2017.

- **504 OFFICER**

Be It Resolved, that the Bass River Board of Education appoints Lawrence Mathis as its 504 Officer for the fiscal year 2016-2017.

- **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 2016-2017.

- **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 2016-2017.

- **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 2016-2017.

- **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 2016-2017.

- **MONTHLY EXPENSES**

BASS RIVER TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING MINUTES

May 3, 2016

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 2016-2017.

- **INTERLOCAL AGREEMENT – BUSINESS SERVICES** ([*Attachment #12*](#))

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 #13*](#))

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	\$ 78.00/day
Aides	\$ 10.00/hour
Custodians	\$ 11.00/hour
Secretaries	\$ 10.00/hour
Nurses	\$130.00/day

- **SUBSTITUTE NURSING SERVICES**

Be It Resolved, that the Bass River Board of Education approve Bayada Home Health Care, Inc to provide in school Nursing Services for the 2016-2017 School year at a rate of \$55/hour for Registered Nurse

Roll Call Vote

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

Nays: 0

Abstain: 0

**BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
May 3, 2016**

Discussion

- The Superintendent provided details behind several appointments.

9 EXECUTIVE SESSION

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by voice vote 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, Ms. Halde, Mrs. Heinrichs, Mrs. Ruffo
Nays: 0
Abstain: 0

Time in: 8:45 PM **Time out:** 9:20 PM

10. AUDIENCE PARTICIPATION

11. ADJOURNMENT

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by voice vote to approve that the Board of Education adjourn the meeting.

Voice Vote

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

Adjournment at 9:21 PM

Respectfully Submitted,



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