

**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	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.

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

- Regular Meeting – May 3, 2016 ([*Attachment 1*](#))
- Executive Session – May 3, 2016 ([*Attachment 1a*](#))

Voice Vote

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

Nays: 0

Abstain: 0

Public Discussion:

- A local resident explained the goals of the Local Citizen Action Committee.
- The Superintendent responded to questions related to the budget.

6. SUPERINTENDENT'S REPORT

- **Extended School Year Program**

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

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

Nays: 0

Abstain: 0

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Discussion:

- The Superintendent explained the details surrounding the extended school year program and the necessary staffing levels.

- **Extra Curricular Stipends**
Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2016-2017 Extra Curricular stipends as listed.

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 Vote

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

- **After School Club Stipends**
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve 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

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Allison Russomanno

Roll Call Vote

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

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

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the attached substitute(s) for the 2016-2017

Roll Call Vote

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

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

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

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

Discussion:

- The Superintendent explained the need for the independent contract.

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

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the contract between Bass River Township School District and Therapeutic Learning for Children for occupational therapy services for the 2016-2017 school year:

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Roll Call Vote

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

7. BOARD OF EDUCATION BUSINESS

- **Old Business**
- **New Business**
 - Anti-Bullying Conference
 - A Board member informed the Board of the lessons learned from her attendance at a recent anti-bullying conference.

8. FINANCE REPORTS

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

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the June 7, 2016 Bills List as attached.

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

Roll Call Vote

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

- **BOARD CERTIFICATION**

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

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

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

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.

Due Date	Amount
JULY 7, 2016	\$ 123,217
AUGUST 4, 2016	\$ 123,217
SEPTEMBER 13, 2016	\$ 123,217
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

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MAY 3, 2017	\$ 123,217
JUNE 7, 2017	\$ 123,217
Total Payments	\$1,478,596

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 and carried by roll call vote to approve THAT:

**RESOLUTION AUTHORIZING PARTICIPATION IN THE
MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION
(New Jersey State Approved Cooperative Pricing System #65MCECCPS)**

“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

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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.

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.

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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.

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.

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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

Discussion:

- The Superintendent explained the details of the lease purchase financing tool. He continued to provide a general nature of the equipment that the District will purchase through the fiscal mechanism.

- **TRANSFER OF SURPLUS**

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

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 Vote

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

Discussion:

- The Business Administrator explained the need for the resolution and the fact that he does not foresee the need to exercise the transfer for June 30, 2016

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- **SAFETY GRANT**

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

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 BACCEIC 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 Vote

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

Nays: 0

Abstain: 0

- **ENERGY SAVINGS COMPANY**

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

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.

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.

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Roll Call Vote

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

9. AUDIENCE PARTICIPATION

10. ADJOURNMENT

Motion by Mrs. Ruffo, seconded by Mrs. Duym 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: 0
Abstain: 0

Adjournment at 8:13 PM

Respectfully Submitted,

A handwritten signature in blue ink that reads "Stephen J. Brennan". The signature is written in a cursive style with a long horizontal flourish extending to the right.

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