

**BASS RIVER TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING MINUTES**

**May 2, 2017**

**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.

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

- Regular Meeting – March 14, 2017 ([Attachment 1](#))

**Voice Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

**6. SUPERINTENDENT’S REPORT**

**● SUBSTITUTE STAFF APPOINTMENTS**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the following substitutes for the 2016-2017 school year:

Susan Nolan	Nurse
Christine Ackerman	Teacher
Benjamin Cardillo	Teacher
Sandra Kuper-Witzak	Teacher
Nancy Mathis	Teacher
Ian Stas	Teacher

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

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• **TRAVEL/TRAINING**

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

Name	Seminar / Workshop Name	Event Date	Seminar / Workshop Cost	Mileage Cost	Tolls / Meals Cost	Total Cost
Ed Bagnell	OSHA Job Hazard Analysis & Risk Assessments	4/8/17	\$226.00	\$18.48	-0-	\$244.48
Ed Bagnell	Job Readiness Skills for CEFM's	4/29/17	\$229.00	\$18.48	-0-	\$247.48
		<b>Totals:</b>	<b>\$455.00</b>	<b>\$36.96</b>	<b>-0-</b>	<b>\$491.96</b>

**Roll Call Vote**

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

• **FACILITY USE REQUESTS**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the following Facility Use Requests:

Organization	Days of Week	Dates	Times	Location
Christian Yoga Center	Tuesdays (except for 1st Tuesday of the month)	April 2017 through April 2018 (new insurance certificate received)	6:30pm-8:45pm	Library
Heritage Harvest Foundation Monthly Community Dinner	3rd Friday of every month	March 2017 through February 2018 (new insurance certificate received)	5:00pm-6:30pm	All Purpose Room & Kitchen

**Roll Call Vote**

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

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- **Board of Education Policy Revisions**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the first reading and approval of the following revised Board of Education Policies:

2460 Special Education

2467 Surrogate Parents and Foster Parents

[Attachment#16](#)

**Discussion:**

- The Superintendent provided details behind the need for the policy revisions.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

- **Board of Education Regulation Revisions**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote the first Reading and approval of the following revised Board of Education Regulations:

2460 Special Education

2460.1 Special Education - Location, Identification, and Referral

2460.8 Special Education - Free and Appropriate Public Education

2460.9 Special Education - Transition From Early Intervention Programs to  
Preschool Programs

2460.15 Special Education - Inservice Training Needs for Professional and  
Paraprofessional Staff

2460.16 Special Education - Instructional Material to Blind or Print-Disabled  
Students

[Attachment #15](#)

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

- **Revised 2016-2017 School Calendar**

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

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approve the revised 2016-2017 school year calendar.

[Attachment#17](#)

**Roll Call Vote**

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

**Discussion:**

- The Superintendent explained the school year was extended one day due to snow.
  
- **2017-2018 School Calendar**  
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the revised 2017-2018 school year calendar.

[Attachment#18](#)

**Roll Call Vote**

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

**Discussion:**

- The Superintendent provided the Board a brief summary of the 2017-2018 school calendar.
  
- **LEAVE OF ABSENCE**  
Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the following leave of absence:  
Allison Russomanno, 3rd grade teacher, June 1, 2017 through June 30, 2017 without pay (FLA/FMLA).

[Attachment #19](#)

**Roll Call Vote**

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

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**Discussion:**

- The Superintendent explained that the employee wishes to extend her maternity leave.
  
- **APPOINTMENT**  
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the following staff appointment:  
Jessica Shertenlieb, temporary 3rd grade leave replacement teacher, from June 1, 2017 through June 30, 2017 at a salary of \$53,442 (prorated step 1 BA).

**Roll Call Vote**

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

- **Resignation**  
Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the resignation of Marion Willey, Instructional Aide, effective June 30, 2017. [Attachment #20](#)

**Roll Call Vote**

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

- **Certificated Staff - Tenure Contracts ([Attachment #5](#))**  
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2017-2018 school year contracts for certificated tenured staff.

**Roll Call Vote**

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

- **Certificated Staff - Non-Tenure Contracts ([Attachment #5](#))**  
Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2017-2018 school year contracts for certificated non-tenured staff.

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**Roll Call Vote**

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

- **Non-Certificated Staff Contracts ([Attachment #5](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2017-2018 school year contracts for non-certificated staff.

**Roll Call Vote**

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

- **Confidential Secretary Contract ([Attachment #6](#))**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2017-2018 school year contract of Christine Somers, Confidential Secretary, at a salary of \$30,697.00.

**Roll Call Vote**

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

**Discussion:**

- The Superintendent explained the individual contracts reflect a salary increase of 2.5%.
  
- **Confidential Secretary Contract ([Attachment #7](#))**  
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2017-2018 school year contract of JoAnn Stewart, Confidential Secretary, at a salary of \$38,655.00.

**Roll Call Vote**

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

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- **Facilities Manager Contract ([Attachment #8](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2017-2018 school year contract of Edward Bagnell, Facilities Manager, at a salary of \$44,584.00.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

**7. BOARD OF EDUCATION BUSINESS**

- **Old Business**

- ESP - The Superintendent updated the Board on the status of the Energy Savings Project.
- Before/Aftercare - The Superintendent explained an opportunity for a Before & Aftercare program with Little Egg Harbor.

- **New Business**

- Summer Program - The Superintendent updated the Board on the potential opportunity for the District to implement a summer program available for Bass River residents. The Superintendent will pursue a program for 2 days per week with a registration fee.

- **BUDGET TRANSFERS ([Attachment 2](#))**

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, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

- **BILLS LIST ([Attachment 3](#))**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the May 2, 2017 Bills List as attached.



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**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

● **FINANCIAL REPORTS**

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

- a. Report of the Secretary dated March 31, 2017 ([Attachment 4a](#))
- b. Report of the Secretary dated February 28, 2017 ([Attachment 4b](#))
- c. Report of the Treasurer dated March 31, 2017 ([Attachment 4c](#))
- d. Report of the Treasurer dated February 28, 2017 ([Attachment 4d](#))

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

● **BOARD CERTIFICATION**

Motion by Mrs. Duym, seconded by Mrs. Ruffo 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, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

● **Safety Grant**

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

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The Bass River Township Board of Education hereby approves the submission of grant application for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Sub fund for the purposes described in the application, in the amount of \$2,640.82 for the period July 1, 2017 through June 30, 2018.

**Roll Call Vote**

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

**Discussion:**

- The Business Administrator explained the use of funds awarded through the NJSIG's MOCSSIF sub fund.
  
- **[JUNE 30, 2017 FINAL BUDGET \(Attachment 11\)](#)**

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 and authorize the Business Administrator to submit the Final June 30, 2018 budget in the amount of \$2,490,503

General Fund:	\$ 2,411,407	Tax Levy:	\$1,484,708
Special Revenue Fund:	\$ 79,096		

**Roll Call Vote**

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

**Discussion:**

- The Business Administrator conducted a budget hearing. He provided the Board and public with supporting information for the 2017-2018 budget. He fielded several clarifying questions. At the conclusion of the hearing there was a question and answer period. The Board President closed the budget hearing.

**9. APPOINTMENTS**

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

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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 2017-2018.

- **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.

- **DESIGNATION OF OFFICIAL NEWSPAPER**

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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 2017-2018 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 2017-2018 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 2017-2018 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

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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 2017-2018 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 2017-2018 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, 2017 through June 30, 2018.

- **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, 2017 through June 30, 2018 at an annual cost of \$14,400.

- **SCHOOL PHYSICIAN**

Be It Resolved, that Dr. Joyce Leonetti, D.O., M.P.H. be reappointed as School Physician effective July 1, 2017 through June 30, 2018 at an annual salary of \$4,000.

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● **TREASURER OF SCHOOL MONIES**

Be It Resolved, that Mrs. Kim Sprague be reappointed Treasurer of School Monies effective July 1, 2017 through June 30, 2018 at an annual salary of \$3,000.

● **AUTHORIZED SIGNATORIES**

Be It Resolved to authorize the signing of checks for the 2017-2018 Fiscal year as follows:

<b>Account</b>	<b># Required Signatu</b>	<b>Required Signatures</b>
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 2017-2018 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

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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, 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.

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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 2017-2018**

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

<b>July 25, 2017</b>	<b>February 6, 2018</b>
<b>September 12, 2017</b>	<b>March 13, 2018</b>
<b>October 3, 2017</b>	<b>May 1, 2018</b> <b>BUDGET HEARING</b>
<b>November 7, 2017</b>	<b>June 5, 2018</b>
<b>December 5, 2017</b>	
<b>January 2, 2018</b> <b>ORGANIZATION MEETING</b>	

- **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



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- 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 2017-2018.

- **RIGHT TO KNOW OFFICER**

Be It Resolved to approve Stephen J. Brennan as the District Right to Know Officer for the fiscal year 2017-2018.

- **INTEGRATED PEST MANAGEMENT COORDINATOR**

Be It Resolved to appoint Edward Bagnell as the District Integrated Pest Management Coordinator for the fiscal year 2017-2018.

- **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 2017-2018.

- **504 OFFICER**

Be It Resolved, that the Bass River Board of Education appoints Lawrence Mathis as its 504 Officer for the fiscal year 2017-2018.

- **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 2017-2018.

- **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 2017-2018.

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- **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 2017-2018.

- **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 2017-2018.

- **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 2017-2018.

- **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**

**BASS RIVER TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING MINUTES**

**May 2, 2017**

Be It Resolved, that the Bass River Board of Education approve Bayada Home Health Care, Inc to provide in school Nursing Services for the 2017-2018 School year at a rate of \$55/hour for Registered Nurse.

● **ANTICIPATED CONTRACTS 2017-18 ([Exhibit 14](#))**

Pursuant to PL 2015, Chapter 47 the Bass River Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et. seq., NJAC Chapter 23, and Federal Uniform Administrative Requirements 2 CFR, Part 200. Compliance with new contracts, not listed here, will be addressed prior to board action.

**Roll Call Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

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**8. AUDIENCE PARTICIPATION**

- A resident sought clarification on the District's facility use policy relating to fees for services.

**9. ADJOURNMENT**

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

**Voice Vote**

**Ayes:** Mrs. Adams, Mrs. Duym, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

**Nays:** 0

**Abstain:** 0

Adjournment at 8:10 PM

Respectfully submitted,



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

**BASS RIVER TOWNSHIP BOARD OF EDUCATION**

**REGULAR MEETING MINUTES**

**May 2, 2017**