

**BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES**

June 12, 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.

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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:

- Regular Meeting – May 2, 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:

William Cash	Teacher
Gabrielle Machulsky	Teacher
Joan Melega	Teacher
Jaclyn Wood	Teacher
Michael Yak	Teacher

Roll Call Vote

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

Nays: 0

Abstain: 0

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- **SUBSTITUTE STAFF APPOINTMENTS ([Attachment 5](#))**

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the following attached substitute(s) for the 2017-2018 SY

Roll Call Vote

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

Nays: 0

Abstain: 0

- **SALARY ADJUSTMENTS**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the salary adjustments due to advanced degree status effective September 1, 2017 through June 30, 2018.

- Allison Russomanno, \$57,092.00 Step 3MA
- Christopher Manzer, \$70,945.00 Step 13MA+15

Roll Call Vote

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

Nays: 0

Abstain: 0

- **EV SZCZOTKA SPEECH LANGUAGE THERAPIST ([Attachment 6](#))**

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 2017-2018 school year:

Roll Call Vote

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

Nays: 0

Abstain: 0

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● **THERAPEUTIC LEARNING FOR CHILDREN (*Attachment 7*)**

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 2017-2018 school year:

Roll Call Vote

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

Nays: 0

Abstain: 0

● **PATRICIA LIBRIZZI, BSPT (*Attachment 8*)**

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 Patricia Librizzi BSPT, for physical therapy services for the 2017-2018 school year:

Roll Call Vote

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

Nays: 0

Abstain: 0

● **Extended School Year Program**

Motion by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the following Extended School Year program staff from July 5, 2017 - August 1, 2017 at the specified rate for 2.5 hours per day, 16 days total.

Regina Schneider, Allison Russomanno (Teacher) \$40.24

Frances Farnung (Nurse) \$40.24

Marion Willey (Instructional Aide) \$14.08

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 the employees are needed to run an extended school year program per student IEP requirements.

- **Extra Curricular Stipends**
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the 2017-2018 Extra Curricular stipends as listed.

Lori Capaccio (Teacher in Charge) \$970
Lori Capaccio (Test Coordinator) \$2,385
Angela Randall (Newspaper) \$225/issue
Angela Randall (Webmaster) \$971
Ann Pomponio (Yearbook) \$970
Chris Manzer (Homework Club) \$40.24/hour
Allison Russomanno (Homework Club) \$40.24/hour
Lisa Nino (Student Council) \$648
Ann Pomponio (Student Council) \$648
Jen Bevan (Student Council) \$648
JoAnn Stewart (Student Council) \$648
Debbie Callan (Student Council) \$648

Roll Call Vote

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

Discussion:

- The Board and Superintendent discussed the details surrounding several extra curricular appointments.

- **Summer Enrichment Program**
Motion to by Mrs. Duym, seconded by Mrs. Ruffo and carried by roll call vote to approve the 2017-2018 Summer Enrichment Program staff at the specified rate for 2 hours/day, 9 days total from July 10, 2017 - July 26, 2017.

Lisa Nino (Teacher) \$40.24
Jen Gouveia (Teacher) \$40.24

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Ann Pomponio (Instructional Aide) \$19.53

Roll Call Vote

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

Discussion:

- The Superintendent explained to the Board the parameters behind the Summer Enrichment Program.

- **Superintendent Contract ([Attachment 9](#))**
Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the employment contract for Lawrence Mathis Contract 2017-2018 for the period of July 1, 2017 through June 30, 2022 as per attached

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**
- **New Business**
 - Potential CSA Opening
 - The Superintendent explained to the Board that his house is pending sale. If successful, he may resign his position. The Board and Superintendent discussed the steps necessary for the Board to search for a replacement. The steps included:
 1. Interim Superintendent
 2. CSA search for a permanent replacement.
 - a. The Board requested for the Business Administrator to submit an anticipated opening with a special meeting on July 20th at 5:00 PM.

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

Motion by Mrs. Ruffo, seconded by Mrs. Duym and carried by roll call vote to approve the June 12, 2017 Bills List as attached.

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 April 30, 2017 ([Attachment 4a](#))
- b. Report of the Treasurer dated April 30, 2017 ([Attachment 4b](#))

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

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- **LEASE PURCHASE AGREEMENT**

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

WHEREAS, The Board of Education of the Bass River Township School District in the County of Burlington, New Jersey (the "Board") is created and is charged by law with the responsibility of providing a system of public education within the school district over which it has jurisdiction and to acquire capital equipment therefore; and

WHEREAS, the Board has determined to fund the acquisition of various technology equipment, instructional equipment, furniture, and athletic equipment, including financing and all incidental or related costs, (the "Equipment") by means of a lease purchase financing for a term that does not exceed five (5) years pursuant to the provisions of N.J.S.A. 18A:20-4.2(f), N.J.S.A. 18A:20-4.2(h) and N.J.S.A. 18A:18A-1 et. seq.; and

WHEREAS, the Board utilized the Educational Commission of New Jersey Cooperative Pricing System for the purpose of advising and assisting with the proposed lease purchase financing of the Equipment; and

WHEREAS, in accordance with the procedures set forth in N.J.S.A 18A:18A-1 et. seq. ("Public School Contract Law") and the regulations promulgated thereunder, the Board authorizes the Business Administrator/Board Secretary to award the lease based upon the recommendation of the Educational Services Commission of New Jersey ; and

WHEREAS, the Board will enter into a lease purchase agreement (the "Lease") and other related documents with the Purchaser in an amount not to exceed \$80,000 to finance the Equipment; and

WHEREAS, the Board desires to authorize the delegation of the award to the Business Administrator/Board Secretary and further authorizes the Board President or to prepare and execute the Lease and certain other documents and agreements necessary or incidental to the transactions contemplated thereby;

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NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE PINELANDS REGIONAL SCHOOL DISTRICT IN THE COUNTY OF OCEAN, as follows:

Section 1. The Board hereby determines to finance the Equipment by means of a lease purchase financing in a principal amount not exceeding \$80,000 in accordance with the requirements of the Public School Contracts Law. The Business Administrator/Board Secretary, Educational Commission of New Jersey and other appropriate representatives of the Board (the "Professionals") are hereby authorized to prepare the necessary timetables and other related documents as may be necessary and to take other steps necessary to prepare for and to implement the proposed financing.

Section 2. The Board hereby authorizes the Business Administrator/Board Secretary the ability to award the lease in accordance with the Public School Contracts Law based upon the recommendation of the Educational Service Commission of New Jersey in order to prepare for the proposed transaction. The Purchaser's interest rate will be held fixed for a period of thirty (30) days from the date of the solicitation. If the closing does not occur within thirty (30) days from the date of the solicitation, the interest rate will be calculated in accordance with the index rate established and agreed upon by the Business Administrator/Board Secretary.

Section 3. The Board President and/or the Business Administrator/Board Secretary are hereby authorized to negotiate, execute and deliver, subject to the review of Special Counsel, the Lease, an agent or an escrow agreement, an assignment agreement, if necessary, and such other documents as may be necessary to consummate the transaction. Specifically the Board authorizes the Board President or the Business Administrator/Board Secretary to establish an escrow account for the deposit of the lease proceeds and to direct the deposit and investment of the lease proceeds in the escrow for the term of the lease in accordance with the requirements of law. The Board hereby authorizes and directs the Board President or the Business Administrator/Board Secretary to approve any changes, additions, or deletions to the Lease or such other documents as may, in the judgment of Special Counsel, be necessary or advisable, such approval to be evidenced by the execution of the Lease or such other documents by the Board President or the Business Administrator/Board Secretary. The Business Administrator/Board Secretary is also authorized to pay any agreed upon fees of the escrow agent, if any. The Board President and/or Business Administrator/Board Secretary are also authorized and

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directed to take on behalf of the Board such other actions as shall be necessary and appropriate to accomplish the lease purchase financing for the Equipment in accordance with the terms of the lease and this resolution and pursuant to the terms of the agreements and instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereto.

Section 4. The payment of rent or other monies due under the Lease shall be made only from the General Fund of the Board. Neither the Board nor any agency, department or political subdivision thereof shall be obligated to pay any sum to the Purchaser under the Lease from any taxing source for the payment of any sums due under the Lease unless an appropriation is made in a duly approved budget of the Board. The obligations of the Board shall not constitute indebtedness of the Board or of the Pinelands Regional School District or of any department, agency or political subdivision thereof. The Lease shall set forth the term of the lease purchase agreement for the Equipment, the rental payments to be paid by the Board in respect thereof and the dates on which such rent shall be due and payable.

Section 5. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease, if applicable.

Section 6. The Board authorizes the Business Administrator/Board Secretary to act and determine on behalf of the Board whether the Lease will be designated as "bank qualified" within the meaning of Section 265 of the Code.

Section 7. If necessary, the Board reasonably expects to reimburse its expenditure of Project costs paid prior to the issuance of the Lease with proceeds from the tax-exempt lease.

(A) This resolution is intended to be and hereby is a declaration of the Board's official intent to reimburse the expenditure of Project costs paid prior to the issuance of the Lease with the proceeds of the Lease, in accordance with Treasury Regulations §150-2.

(B) The Project costs to be reimbursed with the proceeds of the Lease will be "capital expenditures" in accordance with the meaning of Section 150 of the Code.

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(C) No reimbursement allocation will employ an "abusive arbitrage device" under Treasury Regulations §1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under Sections 142 through 147, inclusive, of the Code. The proceeds of the Lease used to

reimburse the Board for Project costs will not be used in a manner that results in the creation of "replacement proceeds," including "sinking funds," "pledged funds," or funds subject to a "negative pledge" (as such terms are defined in Treasury Regulations §1.148-1), of the Lease, other than amounts deposited into a "bona fide debt service fund" (as defined in Treasury Regulations §1.148-1).

(D) All reimbursement allocations will occur not later than 18 months after the later of (i) the date the expenditure from a source other than the Lease is paid, or (ii) the date the Project is "placed in service" (within the meaning of Treasury Regulations §1.150-2) or abandoned, but in no event more than 3 years after the expenditure is paid.

Section 8. This resolution shall take effect immediately.

Roll Call Vote

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

Nays: 0

Abstain: 0

8. EXECUTIVE SESSION

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

RESOLVED, that the Board of Education meet in closed session to discuss the Chief School Administrator Contract and Evaluation. 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.”

Roll Call Vote

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

Nays: 0

Abstain: 0

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Time in: 7:06 PM

CSA Evaluation

- The Board and Superintendent discussed the evaluation narrative. All parties agreed on the narrative's content. At the conclusion of discussion, all parties agreed to place the narrative in the CSA personnel file.

CSA Contract

- The Board and Superintendent discussed the details of the contract presented for approval.

The Board President ordered the Board out of Executive Session at 7:11 PM.

9. AUDIENCE PARTICIPATION

10. ADJOURNMENT

Motion Mrs. Duym, seconded by Mrs. Ruffo 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 7:49 PM

Respectfully submitted,



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