

**BASS RIVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
March 27, 2018**

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. OATH OF ALLEGIANCE

- The Business Administrator conducted the oath of allegiance to John Allen

4. ROLL CALL

	Present		Absent
Mrs. Adams	X		
Mr. Allen	X		
Mrs. Heinrichs	X		
Ms. McGeoch	X		
Mrs. Ruffo	X		

5. 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.

6. MINUTES

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

- Regular Meeting – February 6, 2018 ([Attachment 1](#))

Voice Vote

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

7. SUPERINTENDENT’S REPORT

- **CORRESPONDENCE - Lunch Bunch Program & Counseling / Guidance**
 Motion by Mrs. Adams, seconded by Mrs. Ruffo and carried by roll call vote to approve the following correspondence from Mrs. Debbie Callan, 2nd grade teacher: ([Attachment 2](#))

Roll Call Vote

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

- **TRAVEL/TRAINING**
 Motion by Mrs. Ruffo, seconded by Mrs. Adams and carried by roll call vote 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
Lori Capaccio	2018 Mandatory District Test	3/8/18	-0-	-0-	-0-	-0-

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	Coordinator Training for PARCC					
Joni Burns	Powerful Early Intervention Strategies	3/19/18	\$249.00	-0-	-0-	\$249.00
Joni Burns	NASW-NJ 2018 Annual Conference	4/30/18 & 5/1/18	\$470	-0-	-0-	\$470
Joni Burns	HIB Legal Update	5/8/18	-0- (Using ETTC hours)	-0-	-0-	-0-

Roll Call Vote

Ayes: Mrs. Adams, Mr. Allen, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

Nays: 0

Abstain: 0

• **SUBSTITUTE STAFF APPOINTMENTS**

Motion by Mrs. Adams, seconded by Mrs. Ruffo and carried by roll call vote to approve the following substitutes for the 2017-2018 school year:

Guy Hills	Substitute Teacher
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Roll Call Vote

Ayes: Mrs. Adams, Mr. Allen, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

Nays: 0

Abstain: 0

• **FACILITY USE REQUESTS**

Motion by Mrs. Ruffo, seconded by Mrs. Adams and carried by roll call vote to approve the following facility requests:

Organization	Days of Week	Dates	Times	Location
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Heritage Harvest Foundation (Free community dinners)	3rd Friday of every month	March 2018 - February 2019 (no July/August)	5:00-6:30 pm	All Purpose Room
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Roll Call Vote

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

• **FIELD TRIPS**

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

Grade (s)	Destination	Date	Time
4th, 5th, & 6th	Pinelands Regional HS, LEH Dress Rehearsal Interdistrict Concert	Monday, April 30th, 2018	9:30am-12:45pm
6th	Tip Seaman Park, Tuckerton Interdistrict Picnic & Softball Game	Friday, May 18th, 2018	9:45am-2:30pm (joint w/Eagleswood)
4th	Historic Cold Spring Village Cape May	Tuesday, May 29th, 2018	8:45am-2:45pm
6th	GJM School Field, LEH 6th Grade Interdistrict Field Day	Friday, June 1st, 2018	9:00am-1:30pm (joint w/Eagleswood)

Roll Call Vote

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

8. BOARD OF EDUCATION BUSINESS

• **Old Business**

- Superintendent Search (Executive Session)

• **New Business**

- The Superintendent reported on the following:

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- Commencement of Capital Projects
 - Dr. Seuss Day
 - PTO Book Fair
 - Revised school calendar
 - Meeting with NJDOE to discuss school in need of improvement
 - Internship for Masters in Education previously approved
- **BILLS LIST** ([Attachment 2](#))
Motion by Mrs. Ruffo, seconded by Mrs. Adams and carried by roll call vote to approve the March 27, 2018 Bills List as attached.

Roll Call Vote

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

- **FINANCIAL REPORTS**
Motion by Mrs. Adams, seconded by Mrs. Ruffo and carried by roll call vote to accept the following financial reports:
 - a. Report of the Secretary dated January 31, 2018 ([Attachment 3](#))
 - b. Report of the Secretary dated January 31, 2018 ([Attachment 3a](#))

Roll Call Vote

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

- **BOARD CERTIFICATION**
Motion by Mrs. Ruffo, seconded by Mrs. Adams 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.

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Roll Call Vote

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

- **JUNE 30, 2018 TENTATIVE BUDGET ([Attachment 4](#))**

Motion by Mrs. Adams, 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 Tentative June 30, 2019 budget in the amount of \$2,527,921

General Fund:	\$2,442,217	Tax Levy:	\$1,514,402
Special Revenue Fund:	\$ 85,704		

BE IT FURTHER RESOLVED, that the Bass River Township Board of Education will hold its public hearing for the final June 30, 2019 budget on May 1, 2018 at 7:00pm in its Elementary School Media Center, 11 North Maple Avenue, New Gretna, NJ 08224

Roll Call Vote

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

Discussion:

- The Superintendent and Business Administrator provided the Board a brief explanation of the tentative budget and the process to bring the budget to its final version.
- **Change Order ([Attachment 5](#))**
 Motion by Mrs. Ruffo, seconded by Mrs. Adams and carried by roll call vote to approve the following Change Order as follows:

Project: ESIP Direct Digital Controls Replacement					
<u>CO #</u>	<u>Contractor</u>	<u>Original</u>	<u>Change Order</u>	<u>Revised</u>	<u>Reason</u>

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		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	
1	Jersey Architectural Door & Supply	\$83,21	\$9,750	\$92,967	Install door frames

Roll Call Vote

Ayes: Mrs. Adams, Mr. Allen, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

Nays: 0

Abstain: 0

9. EXECUTIVE SESSION

Motion by Mrs. Adams, seconded by Mrs. Ruffo and carried by voice vote to approve THAT:

RESOLVED, that the Board of Education meet in closed session to discuss negotiations and superintendent search. 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, Mr. Allen, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

Nays: 0

Abstain: 0

Time in: 7:08 PM **Time out:** 8:02 PM

10. AUDIENCE PARTICIPATION

11. ADJOURNMENT

Motion by Mrs. Adams, seconded by Ms. McGeoch and carried by voice vote to approve that the Board of Education adjourn the meeting.

Voice Vote

Ayes: Mrs. Adams, Mr. Allen, Mrs. Heinrichs, Ms. McGeoch, Mrs. Ruffo

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Nays: 0

Abstain: 0

Adjournment at 8:03 PM

Respectfully submitted,

A handwritten signature in blue ink that reads "Stephen J. Brennan". The signature is fluid and cursive, with a long horizontal line extending to the right.

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