

Bass River Elementary School
REGULAR MEETING MINUTES
MARCH 13, 2019

1. OPENING AND PLEDGE OF ALLEGIANCE

2. PRESIDENT'S DECLARATION

"This is to advise those present at this meeting of the Board of Education of the Bass River 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."

3. ROLL CALL

PRESENT: Mr. Allen, Mrs. Adams, Mrs. Heinrichs, Mrs. Ruffo
ABSENT: Mr. Schmidt
Others Present: Mrs. Siobhan Grayson Principal/Superintendent
Mr. Nicholas K. Brown, Business Administrator/Board Secretary

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

- Mr. Kevin Foder Sr. 99 Jericho Road - asked if the Board hired a new physical education teacher and if this teacher is required by law. Mrs. Grayson responded that we did hire a part-time Gym teacher. Mr. Foder asked in what grade the LGBTQ curriculum starts. Mrs. Grayson responded that we are awaiting guidance from the State.
- Mr. Tommy Williams, 9 South Maple Avenue - commented that a lot our policies couldn't be accessed on the website, that the agenda was not accessible ahead of time, and asked if the meetings are recorded. Mr. Brown responded that we do not currently record our meetings.
- Mr. Foder then asked what programs we have for students with Autism. Mrs. Grayson responded programs are developed according to the need of the students.

5. EXECUTIVE SESSION

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by voice vote to approve THAT: RESOLVED, that the Board of Education meet in closed session to discuss personnel. 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, Mrs. Ruffo
Nays: 0
Abstain: 0

Time in: 7:17 PM **Time out:** 7:39 PM

Discussion

- The Business Administrator confirmed the Board would discuss personnel in executive session.

6. MOTION TO AMEND AGENDA

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote to move the public comment period to item 6.

Roll Call Vote

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

6a. RESIDENT'S FORUM - AGENDA ITEMS ONLY

Board Policy #0167 encourages community participation in every meeting. However, the Board requests that the public respect a reasonable time limit when commenting on agenda items.

- A local resident inquired as to the hiring of a physical education teacher and the legal requirements involved. He also asked about LGBTQ curriculum and programs for students with autism.
 - The Superintendent explained that a physical education teacher was hired by the District and provided details as to this process. She said the LGBTQ curriculum would begin next year, and that the autism program will be developed according to the needs of the students.
- A local resident expressed that agendas, policies and other information is not easily accessible on the District website. He also asked if Board meetings are recorded, to which it was answered that they are not currently being recorded.

7. APPROVAL OF AGENDA

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by voice vote to approve the agenda as presented.

Voice Vote

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

8. APPROVAL OF MINUTES

Motion by Mr. Allen, seconded by Mrs. Heinrichs and carried by voice vote to approve the minutes from the Regular Board Meetings: February 5, 2019. ([Attachment #1](#))

Voice Vote

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

9. REPORT OF THE SUPERINTENDENT

- A. Superintendent's Update
- B. Monthly Attendance Report ([Attachment #2](#))
- C. Security Drill Report:
 - a. Fire Drill 2/5/19
 - b. Safety & Security Drill: Evacuation Drill (Bomb Threat) 2/18/19
- D. HIB: 0 Investigations

10. TRAVEL/TRAINING:

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

| Name | Seminar / Workshop Name | Event Date | Workshop Cost | Mileage Cost | Tolls / Parking/ Meals Cost | Total Cost |
|--------------------|--|----------------|-------------------------------------|--------------|-----------------------------|------------|
| Virginia Taylor | Therapeutic Art Interventions: Creative Techniques for Challenging Children Who Act Out, Melt Down, or Shut Down | 3/29/19 | -0- (Credit from company last year) | -0- | -0- | -0- |
| Joni Burns | NASW 2019 Annual Conference & Exhibition | 4/29 & 4/30/19 | \$470 | -0- | -0- | \$470.00 |
| Allison Russomanno | I & RS Team Training | 5/1/19 | -0- (Using ETTC Hours) | -0- | -0- | -0- |

Roll Call Vote

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

(The National School Board Association Seminar/Workshop was removed for consideration).

- **L.E.A.D. PROGRAM:**

Motion by Mr. Allen, seconded by Mrs. Heinrichs and carried by roll call vote to approve Trooper William Grimek badge #7867 of the NJ State Police as the Bass River Township School District's School Resource Officer and L.E.A.D. (Law Enforcement Against Drugs) program instructor for 6th grade. No cost to the board of Education. ([Attachment #3](#))

Roll Call Vote

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

Discussion

- The Mrs. Adams questioned the start of this program and why it is only for the 6th grade. Mrs. Grayson provided an update to the Board.
- **LEAVE OF ABSENCE ([Attachment #4](#))**
 Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote to approve the extended leave of absence request for:
 Deanna Albertson, Instructional Aide, requests leave of absence be extended till April 7, 2019 with expected return date of April 8th, 2019. Leave w/out pay will be used during these dates.

Roll Call Vote

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

- **POLICY & REGULATIONS:**

Motion by Mr. Allen, seconded by Mrs. Heinrichs and approved by roll call vote to approve THAT: The Board of Education suspend the rules of Bylaw 0131 requiring 3 Board readings to adopt a Policy and adopt Policy 5512 - Harassment, Intimidation, and Bullying with one reading to have this policy effective.

| Strauss Esmay Alert | Policy & Regulations: |
|----------------------------|--|
| | Recommend motion for approval of the first Reading of the following Policy & Regulation Alerts: |
| Alert 209 6/16 | P1140 Affirmative Action Program (M) |
| Alert 217 1/19 | P2422 Health & Physical Education (M) (Revised) |
| Alert 217 1/19 | P2610 Educational Program Evaluation (M) (Revised) |
| Alert 217 1/19 | P4219 Commercial Driver's License Controlled Substance & Alcohol Use Testing (M) |
| | (Revised) |
| Alert 217 1/19 | P&R 5111 Eligibility of Resident/Nonresident Students (M)(Revised) |

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|----------------|---|
| Alert 217 1/19 | P5337 Service Animals (Revised) |
| Alert 217 1/19 | P5756 Transgender Students (M) (Revised) |
| Alert 217 1/19 | P&R 7440 School District Security (M) (Revised) |
| Alert 217 1/19 | P8561 Procurement Procedures for School Nutrition Programs (M) (Revised) |
| Alert 217 1/19 | P8860 Memorials (Revised) |
| Alert 217 1/19 | Policy and Regulation Guide Updates – Replacing “Electronic Violence and Vandalism Reporting System (EVVRS)” with “Student Safety Data System (SSDS)” |
| Alert 207 1/19 | P2415.06 Unsafe School Choice Option (M) (Revised) |
| Alert 217 1/19 | R5530 Substance Abuse (M) (Revised) |
| Alert 217 1/19 | P&R 5600 Student Discipline/Code of Conduct (M) (Revised) |
| Alert 217 1/19 | P&R 5611 Removal of Students for Firearms Offenses (M) (Revised) |
| Alert 217 1/19 | P&R 5612 Assaults on District Board of Education Members or Employees (M) (Revised) |
| Alert 217 1/19 | P&R 5613 Removal of Students for Assaults with Weapons Offenses (M) (Revised) |
| Alert 217 1/19 | P&R 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised) |
| Alert 216 7/18 | P&R 1613 Disclosure and Review of Applicant’s Employment History (M) (New) |
| Alert 208 3/16 | P0167 Public Participation in Board Meetings (Revised) |
| Alert 208 3/16 | P0168 Recording Board Meetings (Revised) |
| Alert 208 3/16 | P2425 Physical Education (Abolished) |
| Alert 209 3/16 | P & R 5310 Health Services (M) (Revised) |
| Alert 209 3/16 | P & R 5330.01 Administration of Medical Marijuana (M) (New) |
| Alert 208 3/16 | R 8462 Reporting Potentially Missing or Abused Children (M) (Revised) |
| Alert 215 4/18 | P 8462 Reporting Potentially Missing or Abused Children (M) (Revised) |
| Alert 212 5/17 | P8550 Outstanding Food Service Charges (Revised) |
| Alert 209 6/16 | P1220 Employment of Chief School Administrator (M) (Revised) |
| Alert 209 6/16 | P1310 Employment of School Business Administrator / Board Secretary (Revised) |
| Alert 209 6/16 | R2414 Programs and Services for Students in High Poverty and in High Need School Districts (M) (Revised) |
| Alert 209 6/16 | P3111 Creating Positions (Revised) |
| Alert 209 6/16 | P3124 Employment Contract (Revised) |
| Alert 209 6/16 | P3125 Employment of Teaching Staff Members (M) (Revised) |
| Alert 209 6/16 | P3125.2 Employment of Substitute Teachers (Revised) |
| Alert 212 5/17 | P & R 3126 District Mentoring Program (Revised) |
| Alert 209 6/16 | P3141 Resignation (Revised) |
| Alert 209 6/16 | P & R 3144 Certification of Tenure Charges (Revised) (Missing) |
| Alert 209 6/16 | P3159 Teaching Staff Member / School District Reporting Responsibilities (Revised) |
| Alert 209 6/16 | P3231 Outside Employment as Athletic Coach (Revised) |

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| Alert 212 5/17 | P&R 3240 Professional Development for Teachers and School Leaders (M) (Revised) |
| Alert 209 6/16 | P & R 3244 In-Service Training (M) (Abolished) |
| Alert 209 6/16 | P4159 Support Staff Member / School District Reporting Responsibilities (Revised) |
| Alert 209 6/16 | P5305 Health Services Personnel (Revised) |
| Alert 209 6/16 | R5330 Administration of Medication (M) (Revised) |
| Alert 209 6/16 | P9541 Student Teachers/ Interns (Revised) |
| Alert 209 6/16 | P1523 Comprehensive Equity Plan (M) (Revised) |
| Alert 209 6/16 | P & R1530 Equal Employment Opportunities (M) (Revised) |
| Alert 215 4/18 | P1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised) |
| Alert 209 6/16 | P & R 2200 Curriculum Content (M) (Revised) |
| Alert 209 6/16 | P2260 Affirmative Action Program for School and Classroom Practices (M) (Revised) |
| Alert 210 12/16 | P & R 1510 Americans with Disabilities Act (M) (Revised) |
| Alert 210 12/16 | P2415.30 Title I - Educational Stability for Children in Foster Care (M) (New) |
| Alert 210 12/16 | P & R 2418 Section 504 of the Rehabilitation Act of 1973 - Students (M) (New) |
| Alert 211 2/17 | P & R 5116 Education of Homeless Children (Revised) |
| Alert 210 12/16 | P & R 8330 Student Records (M) (Revised) |
| Alert 211 2/17 | P & R 2460 Special Education (M) (Revised) |
| Alert 211 2/17 | R2460.1 Special Education - Location, Identification, and Referral (M) (Revised) |
| Alert 217 1/19 | R2460.8 Special Education - Free and Appropriate Public Education (M) (Revised) |
| Alert 211 2/17 | R2460.9 Special Education - Transition from Early Intervention Programs to Preschool Programs (M) (Revised) |
| Alert 211 2/17 | R2460.15 Special Education - In-Service Training Needs for Professional and Paraprofessional Staff (M) (New) |
| Alert 211 2/17 | R2460.16 Special Education - Instructional Material to Blind or Print-Disabled Students (M) (No Revision Required/Readopt) |
| Alert 211 2/17 | P2464 Gifted and Talented Students (M) (Revised) |
| Alert 211 2/17 | P2467 Surrogate Parents and Foster Parents (M) (Revised) |
| Alert 211 2/17 | P & R 3160 Physical Examination (M) (Revised) |
| Alert 211 2/17 | P & R 4160 Physical Examination (M) (Revised) |
| Alert 211 2/17 | P7446 School Security Program (New) |
| Alert 211 2/17 | P8350 Records Retention (New) |
| Alert 212 5/17 | P & R 1240 Evaluation of Superintendent (M) (Revised) |
| Alert 211 2/17 | P & R 3126 District Mentoring Program (Revised) |
| Alert 212 5/17 | P & R 3221 Evaluation of Teachers (M) (Revised) |
| Alert 212 5/17 | P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised) |
| Alert 212 5/17 | P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised) |

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| Alert 212 5/17 | P & R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised) |
| Alert 212 5/17 | P & R 3240 Professional Development for Teachers and School Leaders (M) (Revised) |
| Alert 212 5/17 | P & R 5610 Suspension (M) (Revised) |
| Alert 212 5/17 | P5620 Expulsion (M) (Revised) |
| Alert 212 5/17 | P & R 7424 Bed Bugs (New) |
| Alert 212 5/17 | P8505 Local Wellness Policy / Nutrient Standards for Meals and Other Foods (M) (Revised) |
| Alert 213 7/17 | P2700 Services to Nonpublic School Students (M) (Revised) |
| Alert 213 7/17 | P & R 7100 Long-Range Facilities Planning (M) (Revised) |
| Alert 214 12/17 | P & R 7101 Educational Adequacy of Capital Projects (Revised) |
| Alert 213 7/17 | P7102 Site Selection and Acquisition (Revised) |
| Alert 213 7/17 | R7102 Site Selection and Acquisition (New) |
| Alert 213 7/17 | P7130 School Closing (Revised) |
| Alert 213 7/17 | P7300 Disposition of Property (Revised) |
| Alert 213 7/17 | R7300.2 Disposal of Land (Revised) |
| Alert 213 7/17 | R7300.3 Disposition of Personal Property (Revised) |
| Alert 213 7/17 | R7300.4 Disposition of Federal Property (Revised) |
| Alert 214 12/17 | P3437 Military Leave (Revised) |
| Alert 214 12/17 | P4437 Military Leave (Revised) |
| Alert 214 12/17 | P7425 Lead Testing of Water in Schools (New) |
| Alert 212 1/19 | P & R 7440 School District Security (M) (Revised) |
| Alert 214 12/17 | P & R 7441 Electronic Surveillance in School Buildings and on School Grounds (M) (Revised) |
| Alert 214 12/17 | P8507 Breakfast Offer Versus Serve (OVS) (M) (Revised) |
| Alert 214 12/17 | P & R 8630 Bus Driver / Bus Aide Responsibility (M) (Revised) |
| Alert 214 12/17 | P9242 Use of Electronic Signatures (New) |
| Alert 215 4/18 | P & R 1550 Equal Employment / Anti-Discrimination Practices (M) (Revised) |
| Alert 215 4/18 | P2431 Athletic Competition (M) (Revised) |
| Alert 215 4/18 | R2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised) |
| Alert 215 4/18 | P & R 5350 Student Suicide Prevention (M) (Revised) |
| Alert 215 4/18 | P5533 Student Smoking (M) (Revised) |
| Alert 216 7/18 | P & R 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised) |
| Alert 217 1/19 | P8561 Procurement Procedures for School Nutrition Programs (New) |
| Alert 209 6/16 | P & R 2411 Guidance Counseling (M) (Revised) |
| Alert 209 6/16 | P & R 2423 Bilingual and ESL Education (M) (Revised) |
| Alert 217 1/19 | P2610 Educational Program Evaluation (M) (Revised) |

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| Alert 211 2/17 | P2622 Student Assessment (M) (Revised) |
| Alert 209 6/16 | P5750 Equal Educational Opportunity (M) (Revised) |
| Alert 209 6/16 | P5755 Equity in Educational Programs and Services (M) (Revised) |
| Alert 209 6/16 | P5339 Screening for Dyslexia (M) (Revised) |
| Alert 209 6/16 | P5514 Student Use of Vehicles on School Grounds (Revised) |
| Alert 209 6/16 | P7481 Unmanned Aircraft Systems (UAS also known as Drones) (New) |
| Alert 209 6/16 | P & R 8441 Care of Injured and Ill Persons (M) (Revised) |
| Alert 209 6/16 | P8454 Management of Pediculosis (New) |
| Alert 214 12/17 | P&R 8630 Bus Driver / Bus Aide Responsibility (M) (Revised) |

Roll Call Vote

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

Discussion

- The Business Administrator and Superintendent discussed the first readings of these policies.
- **REPORT ON BID OPENINGS/PROPOSALS**
 Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote THAT: The Board Secretary to report on the opening of bids/proposals as follows:

| BID NAME: | EMS ESIP Project | | | OPENING DATE: | March 8, 2019 | |
|-------------------------|------------------|----------|-----------|----------------|---------------|-----------|
| Company | ECM # 03 | ECM #11 | ECM # 12 | Total Base Bid | Alt Bid #1 | Total Bid |
| Jersey State Controls | \$12,000 | \$12,425 | \$128,495 | \$152,920 | \$29,950 | \$182,870 |
| Riggs Distler & Co, Inc | \$18,000 | \$20,900 | \$285,367 | \$324,267 | \$51,583 | \$336,950 |

Construction - New EMS ESIP Project

WHEREAS, the Bass River Board of Education is a duly organized Board of Education (hereinafter referred to as “The Board”) having principal offices at 11 Maple Ave, New Gretna, NJ 08224; and

WHEREAS, on Friday March 8, 2019 at 10:00am, the Board received the bids for a

contract for Construction New EMS ESIP Projects

WHEREAS, the Board found the lowest base bid from Jersey State Controls in the amount of \$152,920 is compliant with the bid specifications in all relevant respects pursuant to a technical review by the Board Attorney and architect of record,

NOW THEREFORE, BE IT RESOLVED by the Bass River Board of Education, in the County of Burlington and State of New Jersey, that the base bid contract for the New EMS ESIP Project at Bass River School District is hereby rejected. It has been determined that all bids came in over budget and the project manager will review the project scope and advise.

Roll Call Vote

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

11. FACILITIES

Motion by Mr. Allen, seconded by Mrs. Heinrichs and carried by roll call vote to approve the following facility / assembly / other requests:

| Organization | Days of Week | Dates | Times | Location |
|--|---------------------|-------------------------|---|---------------------------------------|
| Matthew Meyer, What's Out There (Assembly funded by Bass River PTO) *Pending receipt of current insurance certification | Monday | March 18th, 2019 | 11:00am-3:15pm (setup/dismantle time included) | All Purpose Room |
| New Gretna FD vs. Grade 6 Basketball Game | Monday | March 18th, 2019 | 6:30pm-8:30 pm | All Purpose Room |
| PTO Candy Bar Bingo | Tuesday | March 19th, 2019 | 5:30pm-8:30pm (setup/dismantle time included) | All Purpose Room |
| New Gretna First Presbyterian Church Youth Winter Fun Nights | Monday | March 20th, 2019 | 6:15pm-7:45pm | All Purpose Room |
| BRES Student Council Family Country Dance | Friday | March 29th, 2019 | 3:30pm-8:30pm Event time: 6:00pm-8:00pm | All Purpose Room & Kitchen |
| Jump Rope for Heart Assembly / Fundraiser *Pending receipt of current insurance | Friday | March 29th, 2019 | assembly 9:00am-10:30am (actual fundraising to take place during PE) | All Purpose Room |

| | | | | |
|--|---------------------------|---|---|----------------------------------|
| certification | | | classes 4/17 & 4/18/19) | |
| Jay Sadecky Sadecky's Puppets (Assembly funded by Bass River PTO) | Wednesday | April 10th, 2019 | 9:00am-12:00pm (setup/dismantle time included) | All Purpose Room |
| CPR Training Provided by Dawn Smith, Hackensack Meridian Health | Friday | April 12th, 2019 | <u>5th Grade:</u> 9:00-9:45 <u>6th Grade:</u> 9:45-10:30 | Individual Classrooms |
| PTO Bingo & Auction | Friday | May 17th, 2019 | 3:00pm-10:30pm | All Purpose Room |
| Heritage Harvest Foundation (Free Monthly Community Dinner) | Fridays (and Wed 5/15) | <u>2019 dates:</u> 3/15, 5/15(library) 6/21 (library) 9/20, 10/18, 11/15, 12/20 <u>2020 dates:</u> 1/17, 2/21, 3/20, 5/15, 6/19 | 5:00pm-6:30pm | All Purpose Room & Library |

Roll Call Vote

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

Nays: 0

Abstain: 0

● **FIELD TRIPS:**

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

| Grade (s) | Destination | Date | Time |
|--------------------|---|--|-----------|
| 3rd through 6th | Philadelphia Zoo, Philadelphia (Fully sponsored by PTO including trip & busing costs) | Friday, April 5th, 2019 w/rain date of 4/15/19 | 8:45-4:00 |
| 4th | Philadelphia Walking Trip Philadelphia | Wednesday, April 17th, 2019 | 8:45-4:30 |
| 3rd | Museum of the American Revolution Philadelphia, PA | Thursday, May 5th, 2019 | 8:45-4:00 |

Roll Call Vote

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

Nays: 0

Abstain: 0

12. BOARD WORK SESSION

- **2019-2020 Budget Update**
- **Discuss School Boards Training 3/27/19 @ 6:00 pm**
- **The Superintendent explained complaint policies with regard to a complaint letter.**

13. BOARD FORUM

- Mrs. Adams recognized the hard work of the PTO.
- Mr. Williams: The ESIP project scope should be approved.
 - The Business Administrator said that information will be provided as requested.

14. RESIDENT'S FORUM - AGENDA ITEMS ONLY

Board Policy #0167 encourages community participation in every meeting. However, the Board requests that the public respect a reasonable time limit when commenting on agenda items.

- A local resident said that the Board meeting minutes aren't available on the District website.
 - The Business Administrator informed him that they will be approved tonight.

15. FINANCE

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote to approve the following:

- A. **RESOLVED** that the Board of Education approve all bills and claims for March 13, 2019, which have been examined by a member of the board and are presented for approval. ([Attachment #5](#))

- B. **RESOLVED** that the Board of Education approve the Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of January 31, 2019, no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Little Egg Harbor Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1. In accordance with N.J.A.C. 6A:23A-16.10 (c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the month of October. ([Attachment #6](#)).

| | |
|-------------------|------------------|
| Nicholas K. Brown | January 31, 2019 |
| Board Secretary | Date |

- C. **RESOLVED** that the Board of Education acknowledges receipt of the Treasurer's report and the Board Secretary's report which are in agreement for the period ending January 31, 2019.

- D. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments for the month of November as per attachments. ([Attachment #7](#)).

- E. **RESOLVED** that the Board approve the payroll as follows
 - February 14, 2019 = \$70,516.59
 - February 28, 2019 = \$70,098.49

- F. **TENTATIVE BUDGET JUNE 30, 2018** ([Attachment #8](#))
 To approve the tentative budget for submittal for the 2019-2020 School Year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent

of Schools for approval in accordance with the statutory deadlines:

| | <u>GENERAL FUND</u> | <u>SPECIAL REVENUES</u> | <u>TOTAL</u> |
|-------------------------------------|---------------------|-------------------------|--------------|
| 2019-2020 TOTAL EXPENDITURES | \$2,427,354 | \$86,905 | \$2,514,259 |
| LESS: ANTICIPATED REVENUES | \$861,924 | \$86,905 | \$948,829 |
| TAXES TO BE RAISED | \$1,565,430 | \$0.00 | \$1,565,430 |

BE IT FURTHER RESOLVED to advertise said tentative budget in The Press of Atlantic City in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED to approve travel and related expense reimbursement per policy. Pursuant to NJAC 6A:23A-73 budgeted travel expenses do not exceed \$4,000 and

BE IT FURTHER RESOLVED as required by NJAC 6A:23A-10-3(b), the 2019-2020 budget includes the use of banked cap in the amount of \$20,740. The need for banked cap is to offset decreases in State Aid. These costs cannot be deferred or incrementally completed over an extended period of time and must be completed by the end of the 2019-2020 budget year; and

BE IT FURTHER RESOLVED that a public meeting be held in the Bass River Elementary School Library, New Gretna, New Jersey on April 30, 2019 for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year

Roll Call Vote

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

Nays: 0

Abstain: 0

16. EXECUTIVE SESSION

RESOLVED, that the Board of Education meet in closed session to discuss matters as listed below. 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.

17. ADJOURNMENT

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by voice vote to approve that the Board of Education adjourn the meeting.

Voice Vote

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

Nays: 0

Abstain: 0

Adjourned 8:21 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Nick K. Brown". The signature is fluid and cursive, with a long horizontal stroke at the end.

Nicholas K. Brown
Business Administrator/Board Secretary