

**Bass River Elementary School**  
**SPECIAL MEETING MINUTES**  
**JUNE 25, 2019**

---

**1. CALL TO ORDER**

**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. Ruffo, Mr. Schmidt  
**ABSENT:** Mrs. Heinrichs  
**Others Present:** Mrs. Siobhan Grayson, Principal/Superintendent  
Mr. Jonathan Yates, Board Secretary  
(Mr. Allen arrived following Executive Session).

**4. PLEDGE OF ALLEGIANCE**

**5. EXECUTIVE SESSION**

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

**Time:** 6:34

**Voice Vote**

**Ayes:** Mrs. Adams, Mrs. Ruffo, Mr. Schmidt  
**Nays:** 0  
**Abstain:** 0

**MOTION TO RECONVENE TO PUBLIC SESSION**

Motion by Mrs. Adams, seconded by Mr. Schmidt and carried by voice vote to approve the Board reconvene to Public Session.

**Voice Vote**

**Ayes:** Mrs. Adams, Mrs. Ruffo, Mr. Schmidt  
**Nays:** 0  
**Abstain:** 0

**6. APPROVAL OF AGENDA**

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

**Voice Vote**

**Ayes:** Mr. Allen, Mrs. Ruffo, Mr. Schmidt

**Nays:** 0

**Abstain:** Mrs. Adams

**7. CSA EVALUATION**

Motion by Mr. Allen, seconded by Mr. Schmidt and carried by roll call vote to approve CSA evaluation.

**Roll Call Vote**

**Ayes:** Mr. Allen, Mrs. Ruffo, Mr. Schmidt

**Nays:** 0

**Abstain:** Mrs. Adams

**8. APPOINTMENTS**

Motion by Mr. Allen, seconded by Mr. Schmidt and carried by roll call vote the following appointments as listed A. through A.m:

**A. 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 2019-2020.

**B. ADOPTION OF SCHOOL DISTRICT ADDRESS**

Be It Resolved to approve official addresses as follows:  
District: 11 North Maple Avenue, New Gretna, NJ 08224

**C. ACCOUNT TRANSFERS**

Be It Resolved that the Business Administrator/Board Secretary be authorized to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular meeting.

**D. 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.

**E. 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.

**F. 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.

**G. 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.

**H. DESIGNATION OF OFFICIAL NEWSPAPER**

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 2019-2020 fiscal year.

**I. SCHOOL FUNDS INVESTOR**

Be It Resolved that the Bass River Board of Education designates Nicholas K. Brown as School Funds investor, pursuant to N.J.S.A. 17:12B-0241.

**J. PURCHASING AGENT**

Be It Resolved that the Bass River Township Board of Education appoints Nicholas K. Brown as the Purchasing Agent subject to bid thresholds permitted by law under N.J.S.A. 18A:2-B.

**K. FEDERAL PROGRAMS**

Be It Resolved, that the Bass River Township Board of Education appoints Nicholas K. Brown 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 2019-2020 school year.

**L. 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 Nicholas K. Brown to prepare, advertise, and submit to the Executive County Superintendent for approval the necessary bid specifications to meet student transportation needs, throughout the 2019-2020 fiscal year.

**M. 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

**N. 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 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 2019-2020 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.

**O. TRAVEL EXPENDITURE**

Be It Resolved to approve annual travel expenditure for the 2019-2020 fiscal year not to exceed \$20,000 district-wide.

**P. 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.

**Q. 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 \$165 effective July 1, 2019 through June 30, 2020.

**R. 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, 2019 through June 30, 2020 at an annual cost of \$15,100.

**S. TREASURER OF SCHOOL MONIES**

Be It Resolved that the Bass River Township Board of Education approve that Mrs. Kim Welfield be re-appointed Treasurer of School Monies effective July 1, 2019 through June 30, 2020 at an annual salary of \$3,000.

**T. AUTHORIZED SIGNATORIES**

Be It Resolved to authorize the signing of checks for the 2019-2020 Fiscal year as follows:

<b>Account</b>	<b># Required Signatures</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
------------------------------------	---	--

**U. APPOINTMENT OF INSURANCE AGENTS**

Be It Resolved to appoint insurance agents for the 2019-2020 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

**V. TAX SHELTER ANNUITY COMPANIES**

Be It Resolved to approve the following tax shelter annuity brokers:

1. AXA/Equitable
2. Valic
3. Northwestern Mutual
4. NY Life
5. Prudential

**W. REGULAR MEETING DATES FOR 2019-2020**

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 08224  
Time: Regular Session - 7:00 PM

<b>July 2, 2019</b>	<b>January 7, 2020 Organizational</b>
<b>August 6, 2019</b>	<b>February 4, 2020</b>
<b>September 10, 2019</b>	<b>March 17, 2020</b>
<b>October 1, 2019</b>	<b>April 7, 2020</b>
<b>November 5, 2019</b>	<b>May 12, 2020 Budget Hearing</b>
<b>December 3, 2019</b>	<b>June 9, 2020</b>

**X. 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:

- o Record of Daily Attendance
- o Descriptions of Pupil Progress
- o Test Results
- o 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.

- Y. **DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER (PACO) AND CUSTODIAN OF SCHOOL FUNDS**  
Be It Resolved that the Bass River Township Board of Education appoints Nicholas K. Brown as its Public Agency Compliance Officer and Custodian of School Funds.
  
- Z. **AHERA COORDINATOR**  
Be It Resolved that the Bass River Township Board of Education appoints Edward Bagnell as the District AHERA Coordinator for the fiscal year 2019-2020.
  
- A.a. **RIGHT TO KNOW OFFICER**  
Be It Resolved that the Bass River Township Board of Education appoints Nicholas K. Brown as the District Right to Know Officer for the fiscal year 2019-2020
  
- A.b. **INTEGRATED PEST MANAGEMENT COORDINATOR**  
Be It Resolved that the Bass River Township Board of Education appoints Mr. Edward Bagnell as the District Integrated Pest Management Coordinator for the fiscal year 2019-2020.
  
- A.c. **AFFIRMATIVE ACTION OFFICER**  
Be It Resolved that the Bass River Township Board of Education appoints Siobhan Grayson as its Affirmative Action Officer for the fiscal year 2019-2020.
  
- A.d. **504 OFFICER**  
Be It Resolved, that the Bass River Board of Education appoints Siobhan Grayson as its 504 Officer for the fiscal year 2019-2020.
  
- A.e. **ANTI BULLYING COORDINATOR**  
Be It Resolved, that the Bass River Township Board of Education appoints Siobhan Grayson as its Anti Bullying Coordinator for the fiscal year 2019-2020.
  
- A.f. **SUBSTANCE AWARENESS COORDINATOR**  
Be It Resolved, that the Bass River Township Board of Education appoints Siobhan Grayson as its Substance Awareness Coordinator for the fiscal year 2019-2020.
  
- A.g. **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 2019-2020.
  
- A.h. **SCHOOL SAFETY SPECIALIST**  
Motion to appoint Siobhan Grayson as School Safety Specialist for the fiscal year ending June 30, 2020.
  
- A.i. **SUBSTITUTE PAY RATES**  
Be It Resolved, that the Bass River Board of Education approves the following substitute pay rates:
 

Teachers	\$85.00/day
Aides	\$10.00/hour
Secretaries	\$10.00/hour
Custodians	\$11.00/hour
Nurses	\$130/day

**A.j. MONTHLY EXPENSES**

It is recommended by the Superintendent that the Board of Education approve Nicholas K. Brown to be granted the ability to pay any outstanding recurring expenses on months that Board Meetings are not held.

**A.k. ANTICIPATED CONTRACTS 2019-2020 (Attachment #1 )**

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.

**A.l. WELLNESS POLICY COORDINATOR**

Be It Resolved, that the Bass River Township Board of Education appoints Fran Farnung as its Wellness Policy Coordinator for the fiscal year 2019-2020.

**A.m. HOMELESS LIAISON**

Be It Resolved, that pursuant to the McKinney-Vento Act, the Bass River Township Board of Education appoints Siobhan Grayson as its Homeless Liaison for the fiscal year 2019-2020.

**Roll Call Vote**

**Ayes:** Mr. Allen, Mrs. Adams (Items 8.G, H, N, W, X; Abstains from remainder)  
Mrs. Ruffo, Mr. Schmidt  
**Nays:** 0  
**Abstain:** Mrs. Adams (Yes to items 8.A to 8.F, 8.I to 8.M, 8.O to 8.V, 8.Y to A.m)

● **STAFF VACATION DAY CARRYOVER**

Motion by Mr. Allen, seconded by Mr. Schmidt and carried by roll call vote to approve the following staff members to “carry over” vacation days into the 2019-2020 school year as per contract allowances:

- Grayson, Siobhan: 10 vacation days
- Bagnell, Edward: 3 vacation days
- Somers, Christine: 5 vacation days
- Stewart, JoAnn: 4.5 vacation days

**Roll Call Vote**

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

● **TEACHER PRACTICE EVALUATION INSTRUMENT**

Motion by Mr. Allen, seconded by Mr. Schmidt and carried by roll call vote to approve Charlotte Danielson: The Framework for Teaching as the district’s Teacher Practice Evaluation Instrument for the 2019-2020 school year.

**Roll Call Vote**

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

**Discussion**

- The Superintendent fielded a Board member’s question requesting clarification of the Teacher Practice Evaluation Instrument.

• **ELA/MATH CURRICULUM WRITERS**

Motion by Mr. Schmidt, seconded by Mr. Allen and carried by roll call vote to approve the following Curriculum Writers at \$42.41 per hour as per contract, not to exceed forty (40) hours.

Chris Manzer - Math  
Christina Vezos - ELA

**Roll Call Vote**

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

• **ESEA Title I GRANT APPLICATION - SIA**

Motion by Mr. Allen, seconded by Mr. Schmidt and carried by roll call vote to approve the submission of the ESEA Title I Grant Application.

**Roll Call Vote**

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

• **ESEA FUNDS**

Motion by Mr. Allen, seconded by Mr. Schmidt and carried by roll call vote to approve the acceptance of ESEA Funds for the fiscal year ending June 30, 2020.

Title I-A: \$32,879  
Title I SIA Part A: \$13,100  
Title II-A: \$2,669

**Roll Call Vote**

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

• **ESEA FUNDS**

Motion by Mr. Schmidt, seconded by Mr. Allen and carried by roll call vote to approve the refusal of ESEA Funds for the fiscal year ending June 30, 2020. Title III: \$184.00.



**Roll Call Vote**

**Ayes:** Mr. Allen, Mrs. Adams, Mrs. Ruffo, Mr. Schmidt

**Nays:** 0

**Abstain:** 0

**Discussion**

- The Superintendent fielded a question from a Board member on why these funds are being refused.

**9. FACILITIES**

Motion by Mr. Allen, seconded by Mr. Schmidt and carried by roll call vote to approve the following facility requests for the 2019-2020 school year:

Organization	Days of Week	Dates	Times	Location
New Gretna Presbyterian Church Community Basketball	Tuesday	September 10th until June 2nd	6:30-8:30 pm	All Purpose Room (use of room predicated on evening school activities)
New Gretna Presbyterian Church Youth Basketball Clinic	Wednesday	October 2nd, 9th, 23rd, 30th November 13th, & 20th	6:15-7:45 pm	All Purpose Room (use of room predicated on evening school activities)
New Gretna Presbyterian Church Youth Winter Fun Nights	Wednesday	February 5th, 12th, 19th, 26th March 4th, & 11th	6:15-7:45 pm	All Purpose Room (use of room predicated on evening school activities)

**Roll Call Vote**

**Ayes:** Mr. Allen, Mrs. Adams, Mrs. Ruffo, Mr. Schmidt

**Nays:** 0

**Abstain:** 0

**10. JOYCE D. LEONETTI, DO, MPH, SCHOOL PHYSICIAN ([Attachment #2](#))**

Motion by Mr. Schmidt, seconded by Mr. Allen and carried by roll call vote to approve the contract between Bass River Township School District and Joyce D. Leonetti, DO, MPH, School Physician, for the 2019-2020 school year at a cost of \$4200.00 to be paid in quarterly amounts of \$1050.

**Roll Call Vote**

**Ayes:** Mr. Allen, Mrs. Ruffo

**Nays:** 0

**Abstain:** Mrs. Adams, Mr. Schmidt

## Discussion

- Board members questioned the amount of visits last year and if this was Ms. Leonetti's quote.

## **11. FINANCE**

Motion by Mr. Schmidt, seconded by Mr. Allen and carried by roll call vote to accept the following financial reports:

- A. **RESOLVED** that the Board of Education authorizes the School Business Administrator to pay bills due and owing as of June 30, 2019. Bills Lists will be reviewed by the Board President and will be ratified at the next regular Board meeting. ([Attachment #3](#))
- B. **RESOLVED** that the Board of Education to approve the Board of Education's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c)4, the Bass River Board of Education certifies that as of April 30, 2019, and after review of the secretary's monthly financial report appropriations section as presented, and upon consultation with appropriate district officials, that to the best of the Board's knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- 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 April 30, 2019. ([Attachment#4](#))

## Roll Call Vote

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

## **12. AUDIENCE PARTICIPATION**

- Tom Williams
  - Could agendas be made public?
  - Viking - loan or given?
  - Would lease payment and bond be funded different?
- C. Bitzberger
  - Why did teacher get 10K raise?
  - Is school in debt for 900K?
- W. Arronson
  - ESIP - school needs to research
  - What is the amount of our bond?
  - Why did BOE abstain from school physician?
  - Why need a school physician?
  - How many visits?

## **13. MOTION TO MOVE MEETING FROM 7/2 TO 7/16**

Motion by Mr. Allen, seconded by Mr. Schmidt and carried by roll call vote to move the next Board meeting to July 16th.

## Roll Call Vote

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

**14. ADJOURNMENT**

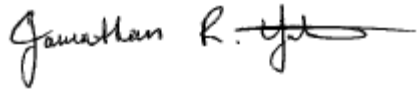
Motion by Mr. Allen, seconded by Mr. Schmidt and carried by voice vote to approve the Board of Education adjourn the meeting.

**Voice Vote**

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

Adjourned 7:46 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jonathan R. Yates". The signature is written in a cursive style with a long horizontal flourish at the end.

Jonathan Yates  
Board Secretary