

**Bass River Elementary School**  
**REGULAR MEETING MINUTES**  
November 12, 2019

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**1. EXECUTIVE SESSION**

**Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by voice vote to approve the Board resolution to move to Executive Session.**

**Time: 6:39 pm.**

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.

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

(Mrs. Adams arrived at 6:48 pm)

**Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by voice vote to approve adjournment of Executive Session.**

**6:49 pm.**

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

**2. CALL TO ORDER**

**3. 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."

**4. ROLL CALL**

**PRESENT:** Mrs. Adams, Mr. Allen, Mrs. Heinrichs, Mrs. Ruffo, Mr. Schmidt

**ABSENT:** 0

**Others Present:** Mrs. Siobhan Grayson, Principal/Superintendent  
Mr. Jonathan Yates, Board Secretary

**5. PLEDGE OF ALLEGIANCE**

**6. APPROVAL OF AGENDA**

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

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

**7. RESIDENTS' FORUM - AGENDA ITEMS ONLY**

**PLEASE NOTE:** This audience participation is limited only to items on the agenda. Audience Participation 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.

**8. OLD BUSINESS**

- A. Health Benefits update

**9. NEW BUSINESS**

- A. [Bass River Budget Plan of Action](#)
- B. Jesse Adams - NJSBA Representative

**10. REPORT OF THE SUPERINTENDENT**

- A. Superintendent's Update
  - a. NJSBA Conference
  - b. Second Step Character Ed/Social Emotional Learning
- B. October Attendance Report
- C. HIB Report:
  - a. September: 0 Reports
  - b. October: 0 Reports
- D. Safety & Security Drill Report:
  - a. Fire Drill 10/24/19
  - b. Lockdown Drill 10/29/19
- E. Enrollment
  - Out of District (Pending)      1              3-Russomanno              9
  - PS-Schneider                      5              4-Manzer                      12

K-Nino	10	5-Wallis	12
1-Gouveia	15	6-Kraus	21
2-Callan	9		
		Total	94

**Discussion**

- Mrs. Adams thanked the Superintendent for the powerpoint presentation; asked why there is no feasibility study yet.
- **FACILITIES USE**  
Motion by Mr. Schmidt, seconded by Mr. Allen and carried by roll call vote to approve the following facility use requests:

Organization	Date(s)	Times	Location
Bass River Elementary PTO Candy Bar Bingo Fundraiser	Tuesday, November 12, 2019	5:00-9:00pm	All Purpose Room
Bass River Elementary Band & Chorus Winter Concert and Community Tree Lighting Ceremony	Wednesday, December 11, 2019	5:00-7:00pm	All Purpose Room & School Grounds
Sadecky's Puppets Rising Above Assembly for Preschool - 6th Sponsored by the Bass River PTO @ a cost of \$850	Friday, January 17, 2020	9:15-10:45	All Purpose Room

**Roll Call Vote**

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

**Discussion**

- Mrs. Ruffo thanked the PTO for their donations.
- **SUBSTITUTE STAFF APPOINTMENTS**  
Motion by Mr. Schmidt, seconded by Mrs. Heinrichs and carried by roll call vote to approve Debi Nass for substitute classroom assignment for the 2019-2020 school year @ a rate of \$85 per day pending receipt of credentials. \_\_

**Roll Call Vote**

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

- **PRSD STUDENT INTERN / SENIOR PROJECT**

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote to approve Kailie Fowler, senior from Pinelands Regional SD to complete her fieldwork / senior internship mentor of 20 hours at Bass River Elementary.

**Roll Call Vote**

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

**Nays:** 0

**Abstain:** 0

- **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:

Staff Name	Seminar / Workshop	Event Date	Cost
Virginia Taylor	The Interactive ELA Classroom Lessons that Involve Every Student	Friday, December 13, 2019	-0- (Using ETTC Hours)

**Roll Call Vote**

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

**Nays:** 0

**Abstain:** 0

- **PROJECT SMILE / PROTECT YOUR SMILE**

Motion by Mr. Allen, seconded by Mrs. Heinrichs and carried by roll call vote to approve Project Smile / Protect Your Smile program presented by the South Jersey Family Medical Center on December 4th, 2019 to grades Preschool through 6th as part of the NJ Children’s Oral Health Program which is provided at no cost to the Board of Education.

**Roll Call Vote**

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

**Nays:** 0

**Abstain:** 0

- **HOMEBOUND INSTRUCTORS**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote to approve Jennifer Gouveia and Christina Vezos as homebound instructors for Student ID#: 1831 beginning October 8, 2019 for ten (10) hours per week at the rate of \$42.41 as per BRTEA contract.

**Roll Call Vote**

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

**Nays:** 0

**Abstain:** 0

**Discussion**

- Mrs. Adams asked if they work during school hours.
  - The Superintendent replied that they do not.
- Mr. Schmidt asked if homebound is considered absent.
  
- **SAFETY GRANT**  
Motion by Mr. Schmidt, seconded by Mrs. Heinrichs and carried by roll call vote to accept the Safety Grant from the NJSIG in the amount of \$2000. Funds received will pay for the district's lease obligation. ([Attachment #1](#))

**Roll Call Vote**

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

- **XTEL AGREEMENT**  
Motion by Mr. Schmidt, seconded by Mrs. Heinrichs and carried by roll call vote to approve to accept the disconnection of outdated services / seven (7) phone lines as listed in the renewal contract from Xtel Communications. ([Attachment #2](#))

**Roll Call Vote**

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

- **FIELD TRIPS:**  
Motion by Mr. Schmidt, seconded by Mr. Allen and carried by roll call vote to approve the following field trips as follows:

<b>Grade (s)</b>	<b>Destination</b>	<b>Date</b>	<b>Time</b>
6th	Tuckerton Elementary School Inter-District Social	Friday, February 21, 2020 Snow date: 2/28/20	10:30-2:30 (sharing bus w/Eagleswood)
6th	Tip Seaman Park Inter-District Picnic & Softball Game	Monday, May 18, 2020 Rain date: 5/22/20	9:30-2:30 (sharing bus w/Eagleswood)

**Roll Call Vote**

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

- **SCHOOL SAFETY & SECURITY PLAN:**

Motion by Mr. Allen, seconded by Mrs. Heinrichs and carried by roll call vote to approve the submission of the School Safety and Security Plan Annual Review Statement of Assurance for the 2019-2020 school year. ([Attachment #3](#))

**Roll Call Vote**

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

- **BOARD OF EDUCATION POLICY AND REGULATION:**

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote to approve the second reading and adoption of the Policy and Regulation listed below:

[1642](#) - Policy - Earned Sick Leave Law (M)

[1642](#) - Regulation - Earned Sick Leave Law (M)

**Roll Call Vote**

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

- **HEALTH INSURANCE BENEFITS PROGRAM**

Motion by Mr. Schmidt, seconded Mrs. Heinrichs to accept the following resolution to join the Schools Health Insurance Fund. ([Attachment #4](#))

**Roll Call Vote**

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

- **EXECUTIVE SESSION MEETING TIMES**

Motion by Mrs. Heinrichs, seconded by Mr. Allen and to accept moving executive session start time from 6:30 PM to 6:45 PM.

**Roll Call Vote**

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

- **OMNI FINANCIAL GROUP ([Attachment #5](#))**

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

RESOLVED that the Board of Education appoints Omni Financial Group, Inc. as the Third Party Administrator to act on behalf of the school district in any and all compliance matters pertaining to 403(b) and/or 457(b) program.

**Roll Call Vote**

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

**Discussion**

- Mr. Schmidt inquired as to who we have now.
  - The Business Administrator replied no one.

**11. FINANCE**

Motion by Mrs. Heinrichs, 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 November 12, 2019. Bills Lists will be reviewed by the Board President and will be ratified at the next regular Board meeting. [\(Attachment #6\)](#)
- B. **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 September 30, 2019. [\(Attachment #7\)](#).
- C. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments for the month of August 2019 as per attachments. [\(Attachment #8\)](#).
- D. **RESOLVED** that the Board approve the payroll as follows
  - October 15, 2019 = \$70,28377
  - October 30, 2019 = \$70,054.64
- E. **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 September 30, 2019, no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Bass River 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 September 2019. [\(Attachment #9\)](#).

<u>Jonathan R. Yates</u>	<u>September 30, 2019</u>
Board Secretary	Date

**Roll Call Vote**

**Ayes:** Mrs. Adams (except #6), Mr. Allen, Mrs. Heinrichs, Mrs. Ruffo, Mr. Schmidt  
**Nays:** 0  
**Abstain:** Mrs. Adams (#6)

## **Discussion**

- Mrs. Adams asked about CST/speech therapy expenses, Edith Controy as a vendor and total \$ to Pinelands Regional School District related to shared services.

## **12. APPROVAL OF MINUTES**

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by voice vote to approve the minutes from the Regular Board Meeting: October 1, 2019 ([Attachment #10](#)).

### **Voice Vote**

**Ayes:** Mr. Allen, Mrs. Heinrichs, Mr. Schmidt  
**Nays:** 0  
**Abstain:** Mrs. Adams, Mrs. Ruffo (were not present)

## **13. RESIDENTS' FORUM - GENERAL TOPICS**

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

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Wait to be recognized before making your comment(s).
  - Greg Niklo
    - Inquired about AEDs locations and commented that people should know where they are located.
  - Mrs. Bitzberger
    - Asked Mrs. Adams about NJSBA and its role for schools. She asked about people cleaning schools grounds; inquired about OMNI fee.
  - Mr. Foder
    - Will the public get a copy of the feasibility study? September's minutes - had trouble getting access.
  - Mr. Arronson
    - Asked about the treasurer's report.

## **14. BOARD FORUM**

- Mrs. Adams thanked the PTO. She inquired about meeting times, enrollment question; asked about P/S, teacher and aides.

## **15. ADJOURNMENT**

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

### **Voice Vote**

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

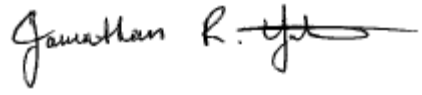
## **MEETING SCHEDULE**

Regular Meeting - December 3, 2019



Adjourned 9:01 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jonathan R. Yates". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Jonathan Yates  
Board Secretary