

**Bass River Elementary School**  
**REGULAR MEETING MINUTES**  
May 5, 2020

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1. **CALL TO ORDER**

2. **ROLL CALL**

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

**ABSENT:** 0

**Others Present:** Mrs. Siobhan Grayson, Principal/Superintendent  
Mr. Jonathan Yates, Board Secretary  
Mr. Nicholas Brown, Business Administrator  
Mr. Paul Kalac, Board Solicitor

3. **EXECUTIVE SESSION**

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

**Time: 5:33 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:** Mrs. Adams, Mr. Allen, Mr. Foder, Mrs. Heinrichs, Mr. Schmidt

**Nays:** 0

**Abstain:** 0

**Motion by Mr. Schmidt, seconded by Mr. Foder and carried by voice vote to approve adjournment of Executive Session.**

**5:57 pm**

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

4. **RECOGNITION**

"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."

5. **PLEDGE OF ALLEGIANCE**

6. **MOTION TO MOVE AMEND THE AGENDA**

Motion by Mr. Schmidt, seconded by Mr. Foder and carried by voice vote to amend the agenda to move item #14, Personnel, to follow the second executive session on the agenda.

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

7. **MOTION TO APPROVE AMENDED AGENDA**

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

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

8. **APPROVAL OF MINUTES**

Motion by Mrs. Heinrichs, seconded by Mr. Foder and carried by voice vote to approve the following minutes:

- Executive Meeting - March 19, 2020 ([Attachment #1](#))
- Executive Meeting - March 25, 2020 ([Attachment #1a](#))
- Regular Meeting - April 17, 2020 ([Attachment #1b](#)),
- Executive Meeting - April 17, 2020 ([Attachment #1c](#))
- Special Meeting - April 23, 2020 ([Attachment #1d](#))
- Executive Meeting - April 23, 2020 ([Attachment #1e](#))
- Executive Meeting #2 - April 23, 2020 ([Attachment #1f](#))

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

9. **BOARD PRESENTATION**

- 2020-2021 Budget Presentation
- Mr. Yates provided a presentation highlighting the 2020-2021 Budget reflective of a send/receive agreement with Little Egg Harbor District.
  - i. Public Comment on the Budget - Policy 0167 - None at this time.
  - ii. Opened up to BOE for questions -
    - 1. Mr Foder has a question about tuition to LEH; wants to know what this is for.
    - 2. Mr. Yates answered it was for tuition for the Bass River students.
- PTO Update
  - i. PTO President provided an update of the Bass River PTO

1. They will provide yearbooks for all staff and students.
2. Mr. Foder asked who qualifies as staff? PTO President responded it was all people employed by and paid by Bass River School District.
  - a. Mr. Foder asked if he bought a tee shirt if he was a PTO member?
  - b. Mrs Miller informed Mr. Foder that purchasing an item from a PTO fundraiser does not make him a member. She also updated the Board about the PTO bylaws limiting membership to parents of Bass River students.
  - c. Mrs Miller stated that PTO does not report to the BOE

10. **REPORT OF THE SUPERINTENDENT**

- a. Superintendent's Update
  - i. School Closure Update (COVID-19)
- b. HIB Report:
  - i. April: 0 Reports/Investigations
- c. Safety & Security Drill Report - none at this time due to school closure in place
- d. Enrollment

Out of District	1	3-Russomanno	9
PS-Schneider	5	4-Manzer	11
K-Nino	10	5-Wallis	12
1-Gouveia	15	6-Kraus	21
2-Callan	10		
		Total	94

11. **RESIDENT'S FORUM - AGENDA ITEMS ONLY**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to comment. Each statement made by a participant is limited to three minutes as cited in Policy No. 0167. The public may comment on any item on the agenda at this time. General public comment will occur later in the meeting.

- None at this time.

12. **BOARD WORK SESSION**

- A. Asset Inventory
  - a. Mrs. Adams suggested that we have 2 BOE members present during Asset Inventory.
  - b. Mrs. Grayson added that her plan was to coordinate with staff regarding personal effects.
- B. Commercial Real Estate Broker
- C. 2020-2021 Shared Services
  - a. No questions from the Board.
- D. Health Benefits Transition
  - a. 60 day enrollment waiting period.
- E. CSA Evaluation

13. **FINANCE**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote to approve the following Finance items as listed A through I:

- A. **RESOLVED** that the Board of Education approve all bills and claims for May 5, 2020 which have been examined by a member of the board and are presented for approval.  
[\(Attachment # 2\)](#)

- B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. ([Attachment #3](#))
- C. **RESOLVED** that the Board of Education approve the March Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of March 2020, no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Bass River Township 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 March 2020. ([Attachment #4](#))

<u>Jonathan R. Yates</u>	<u>May 12, 2020</u>
Board Secretary	Date

- D. **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 Township Board of Education certifies that as of March 2020, 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.
- E. **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 March 2020. ([Attachment # 5](#))
- F. **RESOLVED** that the Board of Education approve the use of the NJ Schools Insurance Group's 2020 Safety Grant funds for the 2019-2020 School Year for the purpose of enhancing the district's security features.
- G. **RESOLVED** that the Board of Education approve the use of the NJ Schools Insurance Group's 2020 Safety Grant funds for the 2020-2021 School Year for the purposes of making security enhancements to the district.
- H. **RESOLVED** that the Board of Education approve the payroll as follows:
- o April 9, 2020 = \$66,483.74
  - o April 30, 2020 = \$66,498.78
- Gross pay includes gross pay, employer share of FICA and Medicare.
- I. **RESOLVED** that the Board of Education approve the fiscal year 2020-2021 school district budget in the amount of \$2,007,507 for submission to the county Office of Education as follows. The supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations.

General Fund Tax Levy	\$1,156,885
Total Operating Budget	\$1,924,422
Total Grant Entitlements	\$ 83,085

This budget was advertised in The Press of Atlantic City on April 20, 2020 as required by law.

**Roll Call Vote**

**Ayes:** Mr. Allen, Mr. Foder (except ACECO), Mrs. Heinrichs, Mr. Schmidt (except ACECO)  
**Nays:** 0  
**Abstain:** Mrs. Adams, Mr. Foder (ACECO), Mr. Schmidt (ACECO)

**Discussion**

- Mr. Foder asked about the electric bill being too high. Mr. Brown said he will confirm billing dates for this charge.
- He also asked about professional service charges; and the Fund 10 or Fund 20 charges.
- Mrs. Adams asked about transportation and asked for further discussion at the June meeting.

**14. NEW BUSINESS**

- Mr Foder wants the BOE to open the time capsule before it's supposed to be opened.
- Mr. Allen - Where is this time capsule?
- Mr. Foder - Volunteering his time to assist in locating the aforementioned time capsule.
- Mrs. Adams wants to hold a special meeting on May 19th to discuss the building tabled to find a mutual date with all BOE members.

**15. PANDEMIC PLAN/REMOTE INSTRUCTION PLAN**

Motion by Mrs. Heinrichs, seconded by Mr. Foder and carried by roll call vote to approve the Bass River Township School District Pandemic Plan which includes a plan for remote/virtual instruction during the 2019-2020 school year.

**Roll Call Vote**

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

**16. FOOD SERVICE MANAGEMENT AGREEMENT**

Motion by Mrs. Heinrichs, seconded by Mr. Foder and carried by roll call vote to approve the cancellation of the Food Service Management Agreement between Little Egg Harbor Board of Education the Bass River Board of Education effective June 30, 2020.

**Roll Call Vote**

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

**17. AUDIT SERVICES CONTRACT AGREEMENT**

Motion by Heinrichs, seconded by Mr. Allen and carried by roll call vote to approve the Audit Services contract with Holman. Frenia. & Allison P.C. for the fiscal year ending June 30, 2020 (\$15,400). ([Attachment # 6](#))

**Roll Call Vote**

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

**Discussion**

- Mr. Foder asked why is BRC out of date?

**18. POLICIES AND PROCEDURES**

Motion by Mrs. Heinrichs, seconded by Mr. Foder and carried by roll call vote to approve the first reading of the new and revised Board Of Education Policies & Regulations:

P 1581 Domestic Violence (M) (Revised)  
R 1581 Domestic Violence (M) (New)  
P 2422 Health and Physical Education (M) (Revised)  
P 5330 Administration of Medication (M) (Revised)  
R 5330 Administration of Medication (M) (Revised)  
P 7243 Supervision of Construction (M) (Revised)  
P 8210 School Year (Revised)  
P 8220 School Day (M) (Revised)  
R 8220 School Closings (Revised)  
P 8462 Reporting Potentially Missing or Abused Children (M)(Revised)

**Roll Call Vote**

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

**19. PUBLIC COMMENT**

The floor is now open to members of the public. The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express their comments. Each statement made by a participant is limited to three minutes as cited in Policy No. 0167. There is a sign-in sheet located on the podium. Please sign in before you speak.

- Angie Taylor:
  - PTO also have contents in the building that need to be removed
- Carol Bitzburger:
  - She cannot hear the broadcast; 12 minutes later she can hear. If we sell the school does the money go to the State?

**20. BOARD FORUM**

- Mr. Foder:
  - Thanked the parents, guardians and grandparents. Doing a great job. Thanks for joining.
- Bonnie Adams:
  - Echoes Mr. Foder's sentiments.

21. **EXECUTIVE SESSION #2**

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

Time: 7:05 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:** Mrs. Adams, Mr. Allen, Mr. Foder, Mrs. Heinrichs, Mr. Schmidt

**Nays:** 0

**Abstain:** 0

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

7:34 pm

**Voice Vote**

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

**Nays:** 0

**Abstain:** 0

22. **PERSONNEL**

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

1. **Resignations:**

**RESOLVED** that the Board of Education approve the resignation of Siobhan Grayson, Principal/Superintendent effective June 30, 2020.

**Roll Call Vote**

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

**Nays:** 0

**Abstain:** 0

23. **ADJOURNMENT**

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

adjourn at 7:41 pm

**Voice Vote**

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

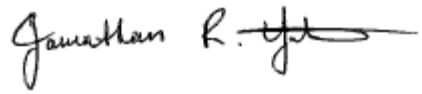
**Nays:** 0

**Abstain:** 0

**MEETING SCHEDULE**

Regular Meeting - June 9, 2020

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jonathan R. Yates", with a stylized flourish at the end.

Jonathan Yates  
Board Secretary