

Bass River Elementary School
REGULAR MEETING MINUTES
June 9, 2020

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

Time: 5:35 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. Foder, seconded by Mrs. Heinrichs and carried by voice vote to approve adjournment of Executive Session.

6:04 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. **APPROVAL OF AGENDA - MOTION TO AMEND AGENDA TO INCLUDE NEW BUSINESS**
Motion by Mr. Foder, seconded by Mr. Allen and carried by voice vote approve the agenda as presented.

Voice Vote

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

Nays: 0

Abstain: 0

7. **APPROVAL OF MINUTES**

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

Regular Meeting - May 5, 2020 ([Attachment #1](#))

Executive Meeting - May 5, 2020 ([Attachment #1a](#))

Executive Meeting #2 - May 5, 2020 ([Attachment #1b](#))

Special Meeting - May 28, 2020 ([Attachment #1c](#))

Executive Meeting - May 28, 2020 ([Attachment #1d](#))

Voice Vote

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

Nays: 0

Abstain: 0

8. **REPORT OF THE SUPERINTENDENT**

- Mrs. Grayson updated the Board on the various preparations for the end of the year.

9. **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.

10. **BOARD WORK SESSION**

A. Durham Transportation Payment

- Mr. Foder asked what the effective date of the request is?
- Mr. Brown confirmed.

11. **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 in the amount of \$3,880.13, 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 bills and claims for June 9, 2020 in the amount of \$112,731.74 which have been examined by a member of the board and are presented for approval. ([Attachment #3](#))
- C. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. ([Attachment #4](#))
- D. **RESOLVED** that the Board of Education approve the April Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of April 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 April 2020. ([Attachment #5](#))

Jonathan R. Yates	June 9, 2020
Board Secretary	Date

- E. **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 April 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.
- F. **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 2020. ([Attachment #6](#))
- G. **RESOLVED** that the Board of Education approve the payroll as follows:
 - o May 15, 2020 = \$66,483.78
 - o May 29, 2020 = \$72,036.71
 Gross pay includes gross pay, employer share of FICA and Medicare.
- H. **RESOLVED** that the Board of Education approve the absorption of Bass River Elementary Staff into the Little Egg Harbor School District's Health and Dental Benefits plan effective 9/1/2020.
- I. **RESOLVED** that the Board of Education approve the proposals for CBiz to perform Fixed Asset inventory and valuations of District Property. ([Attachment #7](#), [#7a](#))

Roll Call Vote

Ayes: Mrs. Adams (except field trip), Mr. Allen, Mr. Foder (except field trip), Mrs. Heinrichs, Mr. Schmidt

Nays: 0

Abstain: Mrs. Adams (field trip), Mr. Foder (field trip)

12. **NEW BUSINESS**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote to approve the vacation day payouts for employees as defined below:

STAFF LAST	STAFF FIRST	Vacation
Somers	Christine	\$ 669.90
Sprague	Robert	\$ 6,009.39
Stewart	Joanne	\$ 927.85
		\$ 7,607.14

Roll Call Vote

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

Nays: Mr. Foder

Abstain: 0

13. **2020-2021 REGULAR MEETING SCHEDULE**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote 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 - 6:00 PM:

July 7, 2020
August 4, 2020
September 1, 2020
November 3, 2020
January 5, 2021
March 16, 2021
April 27, 2021
June 1, 2021

Roll Call Vote

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

Nays: 0

Abstain: 0

14. **PANDEMIC PLAN/REMOTE INSTRUCTION PLAN REVISED**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote approve the Revised 2019-2020 Bass River Township School District Pandemic Plan which satisfies all additional requirements of the NJDOE Checklist.

Roll Call Vote

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

Nays: 0

Abstain: 0

Discussion

- Mrs. Grayson updated the Board on the changes to this plan.

15. **TRANSPORTATION**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote to approve the revised current jointure routes with Pinelands Regional School District for the 2019-2020 school year:

Jointure School	Route	Jointure Cost
Pinelands Regional School District	B	\$25,745.40
Pinelands Regional School District	C	\$28,929.60
Pinelands Regional School District	LB	\$1,182.65
Pinelands Regional School District	CHOICE (T4)	\$2,438.53
Pinelands Regional School District	ESY4	\$ 2,940.00
Pinelands Regional School District	BFTPR	\$71.19 per hour
Pinelands Regional School District	BFTNPR	\$74.37 per hour
Pinelands Regional School District	BFTMLT	\$77.55 per hour

Roll Call Vote

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

Nays: 0

Abstain: 0

16. **ARCHITECT OF RECORD ([Attachment # 8](#))**

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote to approve Garrison Architects as Architect of Record.

Roll Call Vote

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

Discussion

- Mr. Schmidt asked if they have experience in Bass River?
- Mr. Brown confirmed they did vestibule agreement.

17. **FACILITIES ([Attachment #9](#))**

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote to approve by roll call vote the service agreement with Jersey State Controls.

Roll Call Vote

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

18. **SHARED SERVICE AGREEMENT: PINELANDS REGIONAL SCHOOL DISTRICT**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote to approve the shared service agreement with Pinelands Regional School District to provide Business and Facilities Management Services during the 2020-2021 school year. ([Attachment # 10](#))

Roll Call Vote

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

Discussion

- Mr. Brown asked the Board Attorney to address to attachment with the understanding we will delete reference to Bass River employees.
- Mr. Foder (SSA Maintenance) - can we get multiple visits weekly?

19. **MOTION TO TABLE CSA EVALUATION**

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

Voice Vote

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

20. **CDS CHANGE FORM**

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

submission of the CDS change form for the 2020-2021 school year. ([Attachment #11](#))

Roll Call Vote

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

Nays: 0

Abstain: 0

21. **APPOINTMENTS**

Motion by Mrs. Heinrichs, seconded by Mr. Allen and carried by roll call vote to approve by roll call vote the following appointments as listed A. through T.:

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 2020-2021.

B. **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.

C. **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.

D. **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 2020-2021 fiscal year.

E. **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.

F. **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.

G. **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 2020-2021 school year.

H. **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 2020-2021 fiscal year.

I. 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

J. 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 2020-2021 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.

K. TRAVEL EXPENDITURE

Be It Resolved to approve annual travel expenditure for the 2020-2021 fiscal year not to exceed \$5,000 district-wide.

L. 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.

M. BOARD ATTORNEY

Be It Resolved that Paul C. Kalac, Esq. of Weiner Law Group be appointed as Board Attorney for the Bass River Township Board of Education, at the hourly rate of \$165 effective July 1, 2020 through June 30, 2021.

N. 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, 2020 through June 30, 2021 at an annual salary of \$3,075.

O. AUTHORIZED SIGNATORIES

Be It Resolved to authorize the signing of checks for the 2020-2021 Fiscal year as follows:

Account	# Required Signatures	Required Signatures
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

P. APPOINTMENT OF INSURANCE AGENTS

Be It Resolved to appoint insurance agents for the 2020-2021 fiscal year as follows:

<u>Type</u>	<u>Agent</u>
Property/Casualty/Workers Comp/School Leader	T.C. Irons/Haines & Haines

Q. 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.

R. AHERA COORDINATOR

Be It Resolved that the Bass River Township Board of Education appoints the Pinelands Regional School District Facilities Manager as the District AHERA Coordinator for the fiscal year 2020-2021.

S. 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 2020-2021.

T. 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.

Roll Call Vote

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

Nays: 0

Abstain: 0

22. **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 with each statement made by a participant 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.

- Carol Bitzburger:
 - Finds it difficult to keep up with the Board meeting dates and times. Inquired about the Board's plans for the school building.
- Christine Somers:
 - Thanked Mrs. Grayson. Expressed gratitude to the people and students she worked with during her 13 and ½ years at Bass River Elementary.
- Karl Swanseen:
 - Asked about information regarding the Board's carrying costs for the next school year.
- Angie Taylor:
 - Request for PTO letter.

23. **BOARD FORUM**

- Mr. Allen:
 - No Comment.
- Mr. Foder:
 - Time Capsule update. Returning to normal. Keep safe and sanitized. Wishes Mrs. Grayson well.
- Mrs. Heinrichs:
 - Thanks to Mrs. Grayson for a job well done.
- Mr. Schmidt:
 - Congratulations 6th grade class.
- Mrs. Adams:
 - Appreciates Mrs. Grayson's hard work and patience. Thanks for parents working hard.
 - Excited for students going to LEH for new opportunities.
 - Thanked Mr. Brown, Mr. Yates and Mr. Kalac for their guidance.
 - Thanked public for their input.
- Mr. Yates:
 - Pleasure working with Mrs. Grayson.
- Mr. Brown:
 - Thanked Mrs. Grayson for her hard work and professionalism.

24. **EXECUTIVE SESSION #2**

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

Time: 6:44 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 Mrs. Heinrichs, seconded by Mr. Allen and carried by voice vote to approve adjournment of Executive Session.

7:20 pm

Voice Vote

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

Nays: 0

Abstain: 0

25. **ADJOURNMENT**

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

adjourn at 7:23 pm

Voice Vote

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

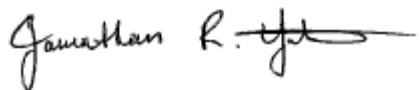
Nays: 0

Abstain: 0

MEETING SCHEDULE

Regular Meeting - July 7, 2020

Respectfully Submitted,



Jonathan Yates
Board Secretary