

Bass River Elementary School
MONTHLY BOARD MEETING AGENDA
June 1, 2021
Media Center
Regular Meeting (Virtual/In Person)
6:30 PM Executive Session
7:00 PM Regular Session

1. CALL TO ORDER

2. ROLL CALL

3. EXECUTIVE SESSION

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

- A. Real Property Update
 - a. Obsolescence & Disposal of final items
- B. Attorney Client Communication

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 MINUTES

- a. April 27, 2021 - [Regular Meeting](#)

7. NEW BUSINESS

8. 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.

9. MOTION TO APPROVE AGENDA

Motion to approve agenda as presented:

10. FINANCE

- A. **RESOLVED** that the Board of Education approve all bills and claims for June 1, 2021 in the amount of \$226,323.30 which are presented for approval. ([Attachment #1](#))
- B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments

as per attachments. ([Attachment #2, March, #2a, April](#))

- C. **RESOLVED** that the Board of Education approve the March and April Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of March and April 2021, 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 and April 2021. ([Attachment #3, March, #3a, April](#))

<u>Jonathan R. Yates</u>	<u>June 1, 2021</u>
Board Secretary	Date

- D. **RESOLVED** that the Board of Education 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 and April 2021, 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(a)1, 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 and April 2021. ([Attachment #4, March, #4a, April](#))
- F. **RESOLVED** that the Board of Education accepts the NJSIG Indemnity and Trust Agreement Resolution to Join/Renew Membership per the attached ([Attachment #5, #5a](#))
- G. **RESOLVED** that The Bass River Board of Education hereby approves the submission of the grant application for the 2021 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Sub fund for the purposes described in the application, in the amount of \$2,266.84 ([Attachment #6](#))
- H. **RESOLVED** that the Board of Education approve Genesis Education Services contract for the 2021-2022 school year. ([Attachment #8](#))
- I. **RESOLVED** that the Board of Education approve the Reservation of Fund Balance: WHEREAS, N.J.S.A. 18A:21-2, N.J.S.A. 18A:7G-31, and N.J.S.A. 18A:7F-41 permit a Board of Education to establish and/or deposit into a certain reserve account at year end; and,

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and,

WHEREAS, the Bass River Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the General Fund into the

Maintenance Reserve account at year end; and,

WHEREAS, the Bass River Board of Education has determined that an amount not to exceed the below mentioned is available for such purpose of transfer:

<u>Account</u>	<u>Reserve Amount</u>
Maintenance Reserve	\$250,000

NOW, THEREFORE, BE IT RESOLVED by the Bass River Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- J. **RESOLVED** that the Board of Education approve the proposal from CBIZ Valuation Group, LLC to provide fixed asset reporting and property insurance valuation updating services. ([Attachment #7](#))

11. OBSOLETE EQUIPMENT

Motion to approve obsolete equipment. ([Attachment #9](#)).

12. SHARED SERVICE AGREEMENT

Motion to approve Share Service for Business and Facilities Management Services between Bass River and Pinelands Regional School District for the 2021-2022 school year. ([Attachment #10](#)).

13. APPOINTMENTS

Motion to approve by roll call vote the following appointments as listed A. through Q:

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 2021-2022.

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.

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 2021-2022 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 2021-2022 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 2021-2022 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 2021-2022 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. 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.

L. APPOINTMENT OF INSURANCE AGENTS

Be It Resolved to appoint insurance agents for the 2021-2022 fiscal year as follows:

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

M. 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.

N. 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 2021-2022.

O. 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 2021-2022.

P. MONTHLY EXPENSES

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

Q. ARCHITECT OF RECORD

It is recommended to the Board of Education approve Garrison Architects as Architect of Record, effective July 1, 2021 through June 30, 2022. ([Attachment #11](#))

14. 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.

15. BOARD FORUM

16. EXECUTIVE SESSION #2 (IF NEEDED)

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adjourn at _____ pm

MEETING SCHEDULE

Regular Meeting - August 3 , 2021