

Bass River Elementary School
RE-ORGANIZATIONAL MEETING MINUTES
January 5, 2021

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

2. **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 Meetings 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.

ROLL CALL

PRESENT: Mrs. Adams, Mr. Foder, Mrs. Heinrichs, Mr. Schmidt
ABSENT: Mrs. Bitzberger
Others Present: Mr. Nicholas Brown, Business Administrator
Mr. Jonathan Yates, Board Secretary
Mr. Paul Kalac, Board Solicitor (virtual)

3. **APPROVAL OF AGENDA**

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

Voice Vote

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

4. **ELECTION RESULTS**

The annual Election of the Bass River Board of Education was held on Tuesday, November 3, 2020. Carol Bitzberger was elected to three-year term.

<u>Board Members</u>	<u>Term Expires</u>
Bonnie Adams	2022
Carol Bitzberger	2023
Kevin Foder	2022
Jacqueline Heinrichs	2021
Robert Schmidt	2021

5. **NEW BOARD MEMBERS OATH**

Motion by Mrs. Heinrichs, seconded by Mr. Foder and carried by voice vote to accept THAT: Due to a backlog from COVID-19, the state is experiencing a delay in processing background checks. Some newly elected Board members are still waiting for their background checks to clear.

All newly elected Board members will be sworn in at the meeting following the completion of their background checks.

[\(Attachment #1\)](#)

Voice Vote

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

Nays: 0

Abstain: 0

6. TEMPORARY CHAIR

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to appoint the Board Secretary as temporary chair to conduct an election of Board President.

Voice Vote

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

Nays: 0

Abstain: 0

7. NOMINATION FOR PRESIDENT

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to open the floor for nominations for Board President.

The floor is now open for nominations.

Mr. Schmidt nominates Mrs. Adams. No other nominations were received.

Mr. Schmidt: Yes

Mrs. Heinrichs: Yes

Mr. Foder: Yes

Mrs. Adams: Yes

The Secretary will now turn the meeting over to the newly elected Board President.

8. NOMINATION FOR VICE PRESIDENT

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to open the floor for nominations for Vice President.

The floor is now open for nominations.

Mrs. Heinrichs nominates Mr. Schmidt

Mrs. Heinrichs: Yes

Mr. Foder: Yes

Mrs. Adams: Yes

Mr. Schmidt: Yes

9. **CODE OF ETHICS**

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

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adopt the following 18A:12-24.1 Code of Ethics for School Board Members as listed a through j:

- a) I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b) I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c) I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d) I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e) I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f) I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g) I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h) I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i) I will support and protect school personnel in proper performance of their duties.
- j) I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

Roll Call Vote

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

Nays: 0

Abstain: 0

10. **ANNUAL BOARD RESOLUTIONS**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote to approve the following annual Board resolutions:

A. OPEN TO PUBLIC POLICY

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest as cited in Policy No. 0167

B. BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

C. BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney and Business Administrator/Board Secretary

D. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the year of 2021.

E. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to accept and approve the policies and bylaws of the previous board.

F. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION approve the following professional appointments:

Firm/Appointment	Project/Service	Contract Terms	Notes
Garrison Architects	Architect of Record	Effective July 1, 2020 through June 30, 2021	
Weiner Law Group	Paul C. Kalac, Esq., Board Attorney	Hourly Rate of \$165 effective July 1, 2020 through June 30, 2021	
Mrs. Kim Welfield	Treasurer of School Monies	effective July 1, 2020 through June 30, 2021 at an annual salary of \$3,500.	

G. BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to designate the following individuals as authorized signatories for the Board accounts:

Account	# Required Signature	Required Signatories
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	3	Superintendent or Business Administrator or Administrative Assistant

H. **BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION** approve the following resolution:

WHEREAS, the Bass River Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Business Administrator and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$5,000.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$5,000.00 for all staff and board members.

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.

I. **BE IT HEREBY RESOLVED**, the Board Of Education appoints Nicholas K. Brown, School Business Administrator, as the Public Agency Compliance Officer (P.A.C.O) for the Bass River School District, for school year 2020/2021 in accordance with NJAC 17:27-3.2.

Roll Call Vote

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

Discussion

- Mr. Foder asked about the word “staff” being in the resolution and if it should not be voted upon as a result.

11. EXECUTIVE SESSION

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

Time: 7:17 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. Foder, Mrs. Heinrichs, Mr. Schmidt
Nays: 0
Abstain: 0

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

Time: 7:32 pm

Voice Vote

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

12. APPROVAL OF MINUTES

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

1. November 10, 2020 - [Regular Meeting](#)
2. November 10, 2020 - [Executive Meeting](#)

Voice Vote

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

13. **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.

14. **BOARD WORK SESSION**

- Board Member Orientation ([Attachment # 2](#))
 - Mr. Brown outlined the Board Member Orientation format.
- Monthly Meeting Schedule ([Attachment # 3](#))
 - Mr. Brown explained that a meeting was added for February 2021.
- Bass River Community Information Sessions
 - First one in March 2021.

15. **NEW BUSINESS**

16. **HEALTH AND SAFETY EVALUATION**

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote to approve the 2020-2021 Health & Safety Evaluation Checklist ([Attachment #4](#))

Roll Call Vote

Ayes: Mrs. Adams, Mr. Foder (items 16 & 18 being completed).
Mrs. Heinrichs, Mr. Schmidt

Nays: 0

Abstain: 0

Discussion

- Mr. Foder asked if we are required to have an AED in the building, and if drains are in working order.

17. **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 F:

- RESOLVED** that the Board of Education approve all bills and claims for January 5, 2021 in the amount of \$342,387.99 which have been examined by a member of the board and are presented for approval. ([Attachment #5](#))
- RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. ([Attachment #6](#)), ([Attachment #6a](#))
- RESOLVED** that the Board of Education approve the October and November Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of October and November 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 October and November 2020. [\(Attachment #7\)](#), [\(Attachment #7a\)](#)

Jonathan R. Yates
Board Secretary

January 5, 2021
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 October and November 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(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 October 2020 and November 2020. [\(Attachment #8\)](#), [\(Attachment #8a\)](#)
- F. **RESOLVED** that the Board of Education approve the transportation jointure contract with Lenape Regional High School District for student ID #15111453 attending Burlington County Special Services for the 2020-2021 school year for the amount of \$4,836.16.

Roll Call Vote

Ayes: Mrs. Adams, Mr. Foder (items 16 & 18 being completed).
Mrs. Heinrichs, Mr. Schmidt

Nays: 0

Abstain: 0

18. **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.

- None at this time.

19. **BOARD FORUM**

- Mr. Foder - Happy New Year, may it be better in 2021. Thanked members of the Board and public who reached out after his surgery.
- Mrs. Adams - Looking forward to putting COVID behind us and meeting in person again.

20. **ADJOURNMENT**

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

adjourn at 7:45 pm

Voice Vote

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

Nays: 0

Abstain: 0

MEETING SCHEDULE

Regular Meeting - February 9, 2021

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Nick K. Brown". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Nicholas K. Brown
Business Administrator/Board Secretary