

Bass River Elementary School
REGULAR MEETING MINUTES
June 1, 2021

1. CALL TO ORDER

2. ROLL CALL

PRESENT: Mrs. Bitzberger (arrived 6:52), Mrs. Adams (virtual), Mrs. Heinrichs,
Mr. Schmidt
ABSENT: Mr. Foder
Others Present: Mr. Nick Brown, Business Administrator
Mr. Jonathan Yates, Board Secretary
Mr. Paul Kalac, Board Solicitor

3. EXECUTIVE SESSION

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

Time: 6:40 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, 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: 6:59 pm

Voice Vote

Ayes: Mrs. Bitzberger, Mrs. Adams, 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 MINUTES

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

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

Voice Vote

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

7. NEW BUSINESS

- a. Mr. Brown discussed a future parent information session to be held close to the start of the new school year. Mr. Brown explained the need for a local non-profit organization to reach out to the school for the remainder of the items left in the school. He urged parents and community members to look out for the school’s property as we have had a lot of security/vandalism issues take place.

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.

- None at this time.

9. MOTION TO APPROVE AGENDA

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

Voice Vote

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

10. 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 J:

- 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

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](#))

Roll Call Vote

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

11. OBSOLETE EQUIPMENT

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote to approve obsolete equipment. ([Attachment #9](#)).

Roll Call Vote

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

12. SHARED SERVICE AGREEMENT

Motion by Mrs. Heinrichs, seconded by Mr. Schmidt and carried by roll call vote 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](#)).

Roll Call Vote

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

Discussion

- Mr. Brown explained that the reference to Bass River employees will be removed.

13. APPOINTMENTS

Motion by Mr. Schmidt, seconded by Mrs. Heinrichs and carried by roll call vote to approve 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](#))

Roll Call Vote

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

Nays: 0

Abstain: 0

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.

- None at this time.

15. BOARD FORUM

- Mrs. Heinrichs:
 - I hope everyone has a great end to their school year.
- Mr. Schmidt:
 - Echoed Mrs. Heinrichs' sentiments.
- Mrs. Bitzberger:
 - Were cameras available during the vandalism?
 - Mr. Brown responded that the issue has been escalated to the state police.

16. ADJOURNMENT

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

adjourn at 7:14 pm

Voice Vote

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

Nays: 0

Abstain: 0

MEETING SCHEDULE

Regular Meeting - August 3 , 2021

Respectfully Submitted,



Nicholas K. Brown
Business Administrator/Board Secretary